
Responsible Ship Recycling Standard "RSRS"

Version: April 2016

Contents

Introduction	2
Definitions	4
A. General	7
B. Health & Safety	9
C. Environment	14
D. Anti-corruption	18
E. Subcontractors	20
F. Labour and Human Rights	21
Conducting Ship Recycling according to RSRS	34

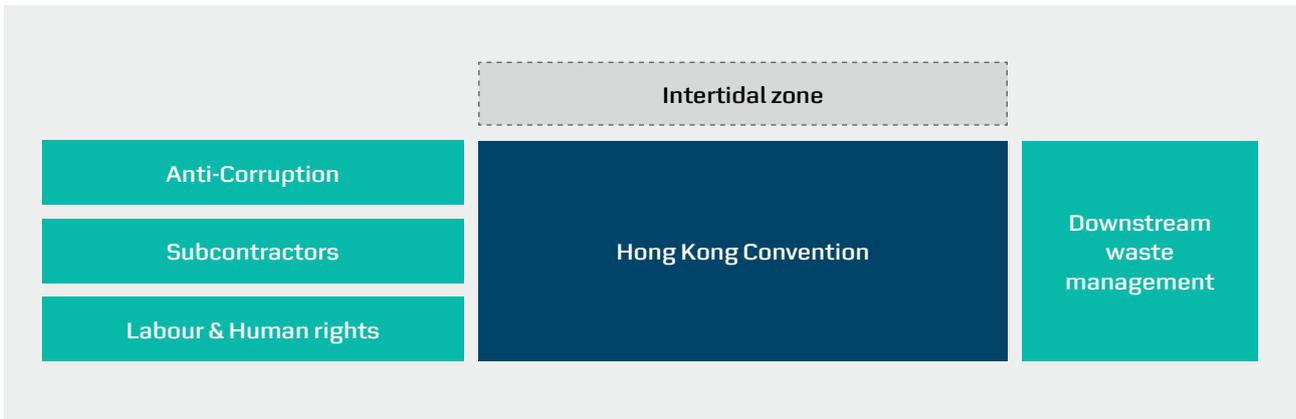
Introduction

This responsible ship recycling standard (hereafter: RSRS) describes the conditions under which ships can be recycled, regardless of the recycling method applied. The RSRS applies to Maersk ships, as defined in the Hong Kong International Convention for the Safe and Environmentally Sound Recycling of Ships, reaching end-of-life. It consists of an overall synthesis of our commitments, detailed in an auditable set of requirements.

As a United Nations Global Compact member, the Maersk Group is committed to conduct business in an ethical, legal and socially responsible manner. As such, the RSRS reflects our respect for universally recognized normative standards such as the United Nations Universal Declaration of Human Rights and the core labour conventions of the International Labour Organisation. Furthermore, the Maersk Group supports the ratification of the Hong Kong International Convention for the Safe and Environmentally Sound Recycling of Ships. We will therefore act in accordance with the convention, in order to prevent, reduce, minimize and, to the extent practicable, eliminate accidents, injuries and other adverse effects on human health and the environment caused by ship recycling operations.

The requirements of the RSRS are to be used to evaluate of whether or not an individual ship recycling facility (hereafter: SRF) offers acceptable standards and compliant practices. Each requirement contains a short description, which is further detailed in reference materials. If multiple reference materials are referred to, e.g. national / international / industry standards, the highest standard should be followed. Additional explanations for specific recycling methods and / or regions will be provided via separate annexes, per relevant requirement.

The requirements are structured around the Hong Kong Convention (hereafter: HKC), supported by the requirement to respect all applicable regulations and prevailing industry guidelines for labour & human rights & anti-corruption. In addition, review activities regarding downstream waste management activities are included. The RSRS is subject to continuous updates, following new insights and information, notably regarding operations in the intertidal zone.



A SRF interested in being selected has to prove compliance with the requirements. This can be done most effectively by desktop review, through provision of the ship recycling facility plan (hereafter: SRFP) and other relevant documentation, followed by on-site inspection and audits. This requires a detailed exchange of information, documents and full access to the SRF's.

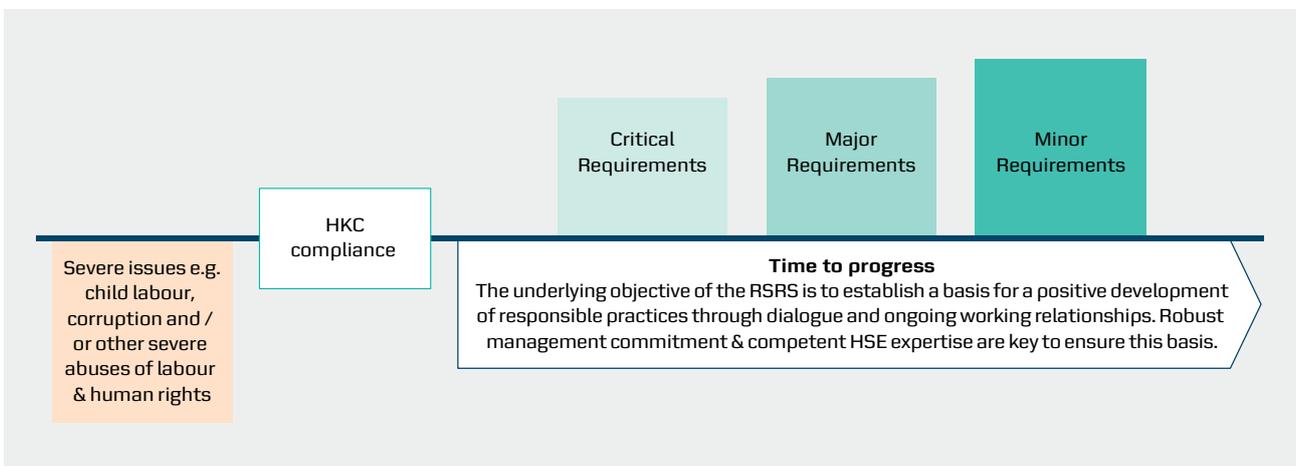
To provide more opportunities and incentives for SRF management to pursue full compliance with the RSRS, the below mechanism is developed to enable gradual improvement. The mechanism starts with HKC compliance as a basic minimum, based on strong management commitment and competent HSE expertise. Auditors will assess if HKC compliance is based on such robust practices, as well as the status regarding labour & human rights, anti-corruption & sub-contractors. Areas for improvement can be identified, which the SRF and ship-owner will agree upon in an improvement plan with clearly defined actions and timelines,

starting with closing issues for critical requirements, followed by major and minor. After the improvement plan is agreed upon, Maersk ships can be recycled at the SRF, taking into account the nature of actions and timelines. During the recycling process, the SRF will show continuous progress, ultimately achieving full compliance with the RSRS. Conformity with the improvement plan action is to be continuously checked and verified during through on-site supervision, and follow-up audits.

If policies / procedures / plans are required, it is assumed that implementation is guaranteed in an auditable way.

Likewise, policies / procedures / plans should be tested and reviewed on a regular basis.

Maersk' global whistleblower system can be used to escalate any breach of the RSRS and is available to both external parties and employees of the Maersk Group.



Definitions

The terms used in the RSRS have the same meaning as those defined in the Hong Kong Convention and following guidelines, amongst others:

Term	Description
Administration	The Government of the State whose flag the ship is entitled to fly, or under whose authority it is operating.
Competent Authority(ies)	A governmental authority or authorities designated by a Party as responsible, within specified geographical area(s) or area(s) of expertise, for duties related to Ship Recycling Facilities operating within the jurisdiction of that Party as specified in this Convention.
Competent person	A person with suitable qualifications, training, and sufficient knowledge, experience and skill, for the performance of the specific work. Specifically, a Competent person may be a trained worker or a managerial employee capable of recognizing and evaluating occupational hazards, risks, and employee exposure to potentially Hazardous Materials or unsafe conditions in a Ship Recycling Facility, and who is capable of specifying the necessary protection and precautions to be taken to eliminate or reduce those hazards, risks, or exposures. The Competent Authority may define appropriate criteria for the designation of such persons and may determine the duties to be assigned to them.
Ship	A vessel of any type whatsoever operating or having operated in the marine environment and includes submersibles, floating craft, floating platforms, self-elevating platforms, Floating Storage Units (FSUs), and Floating Production Storage and Offloading Units (FPSOs), including a vessel stripped of equipment or being towed.
Gross tonnage	The gross tonnage (GT) calculated in accordance with the tonnage measurement regulations contained in Annex I to the International Convention on Tonnage Measurement of Ships, 1969, or any successor convention.
Ship Recycling	The activity of complete or partial dismantling of a ship at a Ship Recycling Facility in order to recover components and materials for reprocessing and re-use, whilst taking care of hazardous and other materials, and includes associated operations such as storage and treatment of components and materials on site, but not their further processing or disposal in separate facilities.
Ship Recycling Facility	A defined area that is a site, yard or facility used for the recycling of ships.
Recycling Company	The owner of the Ship Recycling Facility or any other organization or person who has assumed the responsibility for operation of the Ship Recycling activity from the owner of the Ship Recycling Facility and who on assuming such responsibility has agreed to take over all duties and responsibilities.
Ship-owner	The person or persons or company registered as the owner of the ship or, in the absence of registration, the person or persons or company owning the ship or any other organization or person such as the manager, or the bareboat charterer, who has assumed the responsibility for operation of the ship from the owner of the ship. However, in the case of a ship owned by a State and operated by a company which in that State is registered as the ship's operator, "owner" shall mean such company. This term also includes those who have ownership of the ship for a limited period pending its sale or handing over to a Ship Recycling Facility.

Definitions

Term	Description
Site inspection	An inspection of the Ship Recycling Facility confirming the condition described by the verified documentation.
Ship Recycling Facility Plan	The main document that the Competent Authority(ies), or organization recognized by it, will rely on in authorizing a Ship Recycling Facility. Site inspections are to be utilized to verify that Facility operations conform to the description in the SRFP. It is therefore critical that the SRFP should fully describe the operations and procedures that are in place at the Ship Recycling Facility to ensure compliance with the requirements. The SRFP should demonstrate knowledge and understanding of all applicable statutory and regulatory requirements and a strong commitment to worker health and safety and protection of the environment. The SRFP should also describe the operational processes and procedures involved in ship recycling at the Ship Recycling Facility, demonstrating how the requirements of the Convention will be met.
Worker	Any person who performs work, either regularly or temporarily, in the context of an employment relationship including contractor personnel.
Space	A permanent or temporary three-dimensional structure or compartment on a ship such as, but not limited to, cargo tanks or holds; pump or engine rooms; storage lockers; tanks containing flammable or combustible liquids, gases, or solids; other rooms; crawl spaces; tunnels (i.e. shaft alleys); or access ways. The atmosphere within a space is the entire volume within its bounds.
Enclosed space	<p>A space that has any of the following characteristics:</p> <ol style="list-style-type: none"> 1. Limited openings for entry and exit; 2. Inadequate ventilation; and/or 3. Is not designed for continuous worker occupancy. <p>Enclosed spaces include, but are not limited to, cargo spaces, double bottoms, fuel tanks, ballast tanks, cargo pump-rooms, cargo compressor rooms, cofferdams, void spaces, duct keels, inter-barrier spaces, boilers, engine crankcases, engine scavenge air receivers, sewage tanks and adjacent connected spaces.</p>
Adjacent spaces	Spaces bordering a space in all directions, including all points of contact, corners, diagonals, decks, tank tops and bulkheads.
Entry	The action by which a person passes through an opening into a space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.
Hot work	Any activity requiring the use of electric arc or gas welding equipment, cutting burner equipment or other forms of flame, as well as heating or spark-generating tools, regardless of where it is carried out on board a ship.
Dangerous atmosphere	An atmosphere that may expose workers to the risk of death, incapacitation, impairment of ability to self-rescue (i.e. to escape unaided from a space), injury or acute illness.

Definitions

Term	Description
Safe-for-entry	<p>A space that meets the following criteria:</p> <ol style="list-style-type: none">1. The oxygen content of the atmosphere and the concentration of flammable vapors2. Are within safe limits;3. Any toxic materials in the atmosphere are within permissible concentrations; and will not produce uncontrolled release of toxic materials or an unsafe concentration of flammable vapors.
Safe-for-hot work	<p>A space that meets the following criteria:</p> <ol style="list-style-type: none">1. A safe, non-explosive condition, including gas-free status, exists for the use of electric arc or gas welding equipment, cutting or burning equipment or other forms of naked flame, as well as heating, grinding, or spark generating operations;2. Safe-for-entry requirements of regulation 1.6 are met;3. Existing atmospheric conditions will not change as a result of the hot work; and4. All adjacent spaces have been cleaned, or inerted, or treated sufficiently to prevent the start or spread of fire.
Hazardous Material	<p>Any material or substance which is liable to create hazards to human health and/or the environment.</p>

A. General

#	Requirements	Terms of reference	Category
Facility management			
A.1	Facility management and Company information The SRF shall provide information regarding the organizational structure and management policies, an overview of the SRF, and methodologies related to ship recycling.	MEPC.210(63) – 3.1 / 3.1.1 / Appendix 1	HKC compliance
A.2	Training programme The SRF shall provide detailed information on the general workforce and job functions and on training procedures to ensure the appropriate level of worker safety and environmental protection.	MEPC.210(63) – 3.1.2 Convention Regulations – 18.4 / 22	HKC compliance
A.3	Worker management The SRF shall provide specific information on worker responsibilities, including qualifications, training and monitoring responsibilities.	MEPC.210(63) – 3.1.3	HKC compliance
A.4	Records management The SRF shall provide the policies and procedures for retaining vital records associated with SRF operations and, specifically, the recycling of each ship.	MEPC.210(63) – 3.1.4	HKC compliance
Facility operation			
A.5	Facility operation and Facility information The SRF shall demonstrate an understanding of the regulations, production processes, project management and other requirements associated with performing recycling operations in accordance with applicable laws and regulations, and demonstrate how the SRF plans to prevent adverse effects to human health and the environment.	MEPC.210(63) – 3.2 / 3.2.1 / Appendix 2 Convention Regulations 19	HKC compliance
A.6	Permits, licences and certification The SRF shall document the procedures in place to ensure that the SRF is operated and maintained in a manner that complies with all applicable laws and regulations.	MEPC.210(63) – 3.2.2	HKC compliance

A. General

#	Requirements	Terms of reference	Category
Facility operation			
A.7	Acceptability of ships The SRF shall describe the processes and procedures to be implemented before the ship arrives at the SRF for recycling.	MEPC.210(63) – 3.2.3 Convention Regulations – 24.2 / Appendix 6	HKC compliance
A.8	Ship Recycling Plan development The SRF shall develop before a ship-specific Ship Recycling Plan before any recycling of a ship can take place.	MEPC.210(63) – 3.2.4 MEPC.196 (62)	HKC compliance
A.9	Ship arrival management The SRF shall describe the procedures to be implemented to secure ships upon arrival at the SRF, including provisions for mooring, heavy and/or severe weather contingencies, afloat monitoring, stability during recycling and flooding and/or sinking prevention methods. Provisions may be different depending on the ship recycling method.	MEPC.210(63) – 3.2.5	HKC compliance
A.10	Ship recycling methodology The SRF shall provide a comprehensive description of the SRF's ship recycling methodology, covering the entire process of recycling a ship including management of Hazardous Materials and wastes and a description of the methodology and procedures for identifying and segregating materials. The SRF shall also provide a detailed description of how recycled materials, reusable items and wastes are handled and/or disposed of in a safe and environmentally sound manner.	MEPC.210(63) – 3.2.6	HKC compliance
A.11	Reporting upon completion The SRF shall provide the procedures in place for reporting, including how the SRF will document and report any incidents and accidents. This shall include full investigation and necessary remedial actions.	MEPC.210(63) – 3.2.7 Convention Regulation – 25	HKC compliance

B. Health & Safety

#	Requirements	Terms of reference	Category
Worker safety and health compliance approach			
B.1	Worker health and safety The SRF shall provide a comprehensive description of the SRF's plans and procedures for protecting worker health and safety.	MEPC.210(63) – 3.3.1/ Appendix 4 (applies to all sections below) Convention Regulations – 19 / 21 / 23	HKC compliance
B.2	Key safety and health personnel The SRF shall identify one or more key personnel who possess the level of training and experience necessary to effectively ensure that safe conditions are maintained during operations at the SRF, including one or more Competent persons for the performance of specific work. The SRF shall provide a hierarchy of safety and health management staff, including an overall manager, supervisory staff and general workers.	MEPC.210(63) – 3.3.2 National standards	HKC compliance
B.3	Job hazard assessment The SRF shall provide the procedures to be implemented to conduct a job-hazard assessment to determine the proper approach to maximizing worker safety. Responsibility for job hazard assessments shall be assigned to a Competent person for the specific hazards of each job.	MEPC.210(63) – 3.3.3 National standards	HKC compliance
B.4	Prevention of adverse effects to human health The SRF shall establish and utilize procedures to prevent explosions and / or fires by ensuring that Safe-for-hot-work and Safe-for-entry conditions are established and maintained throughout the ship recycling process; to prevent other accidents that cause or have the potential to cause damage to human health; and to prevent spills of cargo residues and other materials which may cause harm to human health and/or the environment.	MEPC.210(63) – 3.3.4 (and all sub sections below) Convention Regulation – 19	HKC compliance
B.5	Safe-for-entry procedures The SRF shall ensure that, prior to entry and during work, enclosed spaces and other areas where the atmosphere is dangerous are monitored to ensure that they remain Safe-for-entry and safe for continued activity.	MEPC.210(63) – 3.3.4.1 National standards	HKC compliance
B.6	Safe-for-entry criteria The SRF shall ensure safe for entry conditions. If these conditions cannot be met, the space shall be ventilated further and retested after a suitable interval.	MEPC.210(63) – 3.3.4.1.1	HKC compliance

B. Health & Safety

#	Requirements	Terms of reference	Category
Worker safety and health compliance approach			
B.7	Competent person for Safe-for-entry determination The SRF shall ensure that a Competent person will execute Safe-for-entry and/or Safe-for-hot-work determination. The Competent person shall be able to determine oxygen content, concentration of flammable vapours and gases and the presence of toxic, corrosive, irritant or fumigated atmospheres and residues. The Competent person shall possess sufficient knowledge and practical experience to make an informed assessment based on the structure, location and designation of spaces where work is done. The Competent person shall possess the ability to inspect, test and evaluate spaces to determine the need for further testing. The Competent person shall also monitor the maintenance of appropriate conditions in spaces.	MEPC.210(63) – 3.3.4.1.2 National standards	HKC compliance
B.8	Safe-for-entry inspection and testing procedures The SRF shall ensure that designation as “Safe-for-entry” is not sufficient for hot work, as additional criteria must be met to address safety issues related to hot work. Testing shall be carried out by a Competent person using appropriate and properly certified and calibrated equipment, including, but not limited to, an oxygen content meter, combustible gas indicator, toxicity meter and gas or vapour detection equipment.	MEPC.210(63) – 3.3.4.1.3	HKC compliance
B.9	Oxygen The SRF shall ensure that spaces are tested by a Competent person to determine the atmosphere’s oxygen content prior to initial entry into the space by workers, and also that the space is periodically monitored and recorded for as long as it is occupied.	MEPC.210(63) – 3.3.4.1.4	HKC compliance
B.10	Flammable atmospheres The SRF shall ensure that spaces and adjacent spaces that contain or have contained combustible or flammable liquids or gases are visually inspected and tested by the Competent person prior to entry by workers, and that they are periodically monitored and the results recorded throughout the time that the spaces are occupied.	MEPC.210(63) – 3.3.4.1.5	HKC compliance
B.11	Toxic, corrosive, irritant or fumigated atmospheres and residues The SRF shall ensure that spaces or adjacent spaces that contain or have contained liquids, gases or solids that are toxic, corrosive or irritant are visually inspected and tested by a Competent person prior to initial entry by workers.	MEPC.210(63) – 3.3.4.1.6	HKC compliance
B.12	Safe-for-entry determination by competent person The SRF shall ensure that a Competent person shall visually inspect and test each space certified as “Safe-for-entry” as often as necessary to ensure that atmospheric conditions within that space are maintained within the conditions established by the certificate.	MEPC.210(63) – 3.3.4.1.7	HKC compliance

B. Health & Safety

#	Requirements	Terms of reference	Category
Worker safety and health compliance approach			
B.13	<p>Safe-for-entry certificate, warning signs and labels</p> <p>The SRF shall ensure that any determination of a space as "Safe-for-entry" should be accompanied by a certificate which, at a minimum, shall clearly indicate critical information.</p> <p>Safe-for-entry certificates shall be posted at every access point between ashore and the ship. A record of inspection of atmospheric tests shall be appended to the certificate. The certificate and/or the spaces themselves shall be clearly labelled and presented in a manner that can be seen and understood by all workers in the working language of the yard and, if possible, with pictorial representations.</p>	<p>MEPC.210(63) – 3.3.4.1.8</p> <p>National standards</p>	HKC compliance
B.14	<p>Safe-for-entry operational measures</p> <p>The SRF shall ensure that critical operational measures are also observed, in addition to ensuring certification as "Safe-for-entry", see B.5 and following requirements.</p>	MEPC.210(63) – 3.3.4.1.9	HKC compliance
B.15	<p>Safe-for-hot-work procedures</p> <p>The SRF shall ensure that no hot work commences on a ship unless the area is deemed "Safe-for-hot-work".</p>	<p>MEPC.210(63) – 3.3.4.2</p> <p>National standards</p>	HKC compliance
B.16	<p>Safe-for-hot-work criteria</p> <p>The SRF shall ensure that a space that is "Safe-for-hot-work" is one that meets all the Safe-for-entry criteria and additional critical criteria, see B.5 and following requirements.</p>	MEPC.210(63) – 3.3.4.2.1	HKC compliance
B.17	<p>Competent person for Safe-for-hot-work determination</p> <p>The SRF shall ensure that a Competent person for matters related to Safe-for-hot-work determination shall meet basic criteria, identified in B.7 and possess the additional knowledge and skills required to handle hot work activities.</p>	<p>MEPC.210(63) – 3.3.4.2.2</p> <p>National standards</p>	HKC compliance
B.18	<p>Safe-for-hot-work inspection, testing and determination</p> <p>The SRF shall ensure that each space shall be certified by a Competent person as "Safe-for-hot-work" as often as necessary to ensure that conditions within that space are maintained as established by the certificate.</p>	MEPC.210(63) – 3.3.4.2.3	HKC compliance
B.19	<p>Safe-for-hot-work certificate, warning signs and labels</p> <p>The SRF shall ensure that any determination of a space as "Safe-for-hot-work" shall be accompanied by a certificate which, at a minimum, shall include the information identified in B.13. Warning signs and labels shall be posted in the manner described in B.13, clearly indicating that the space is "Safe-for-hot-work".</p>	MEPC.210(63) – 3.3.4.2.4	HKC compliance

B. Health & Safety

#	Requirements	Terms of reference	Category
Worker safety and health compliance approach			
B.20	Safe-for-hot-work operational measures The SRF shall ensure that, in addition to the measures identified in B.14 ("Safe-for-entry operational measures"), critical operational measures are applied in order to achieve certification as "Safe-for-hot-work".	MEPC.210(63) – 3.3.4.2.5	HKC compliance
B.21	Welding, cutting, grinding and heating The SRF shall ensure procedures for ventilation, personnel monitoring for heavy-metals exposure, protection of personnel, training, respiratory protection, torch cutting, permits and inspections (including hot-work certification). The SRF shall include procedures for transporting, moving, securing, storing and using hoses and torches.	MEPC.210(63) – 3.3.4.3	HKC compliance
B.22	Drums, containers and pressure vessels The SRF shall ensure procedures for handling, transporting and storing pressure vessels containing flammable gases, such as acetylene (C ₂ H ₂), propane gas (C ₃ H ₈) or oxygen (O ₂) for welding, heating and cutting works, in order to avoid any human injuries, caused by external forces, shock or heat to such vessels. As well as procedures for removing pressure vessels containing carbon dioxide (CO ₂), nitrogen (N ₂) and other ozone-depleting substances used in fire-fighting and refrigeration systems shall also be included. Procedures for transporting and storing drums and containers containing hazardous liquids, using appropriate PPEs, shall also be described by the SRF.	MEPC.210(63) – 3.3.4.4	HKC compliance
B.23	Prevention of falling from heights and accidents caused by falling objects The SRF shall ensure procedures for using personal flotation devices, guarding deck openings, deck edges and platforms, utilizing personal fall arrest systems and guard rails and ensuring safe access to ships to prevent slip-and-fall accidents and the dropping and scattering of objects.	MEPC.210(63) – 3.3.4.5 National standards Safety Production Laws	HKC compliance
B.24	Gear and equipment for rigging and materials handling The SRF shall ensure procedures for testing and inspecting ropes, chains, slings, hooks, chain-falls and hoisting and hauling equipment. It shall further include a description of operations using cranes, machines, mobile equipment and aerial and man-lift systems and a list of qualifications required for the operators.	MEPC.210(63) – 3.3.4.6 National standards Lifting gear register (or similar)	HKC compliance
B.25	Housekeeping and illumination The SRF shall ensure procedures for work areas, such as aisles, passageways and temporary deck openings.	MEPC.210(63) – 3.3.4.7	HKC compliance

B. Health & Safety

#	Requirements	Terms of reference	Category
Worker safety and health compliance approach			
B.26	Maintenance and decontamination of tools and equipment The SRF shall ensure procedures for inspection and maintenance of equipment, regulatory requirements for third-party inspections and decontamination procedures. These activities and the result of the inspections shall be recorded. The SRF shall ensure that the quantity and the deployment of tools and equipment are suitable for the corresponding recycling activities, especially when a number of ships are to be recycled at the same time.	MEPC.210(63) – 3.3.4.8	HKC compliance
B.27	Personnel protective equipment The SRF shall ensure procedures and equipment used for the protection of employees from various risks associated with ship recycling. Respiratory protection and hearing conservation programmes shall be developed for all employees who could be exposed to excessive levels. The SRF shall describe how the programmes are in compliance with national regulations. In the absence of domestic law, the SRF shall utilize best industry practices to provide effective respiratory protection and hearing conservation programmes.	MEPC.210(63) – 3.3.4.10 National standards Safety production laws	HKC compliance
B.28	Worker exposure and medical monitoring The SRF shall ensure procedures to be used for monitoring exposure and for medical surveillance.	MEPC.210(63) – 3.3.4.11	HKC compliance
B.29	Emergency preparedness and response plan (EPRP) The SRF shall establish and maintain a robust emergency preparedness and response plan (EPRP).	MEPC.210(63) – 3.3.5 Convention Regulations – 18.5 / 21	HKC compliance
B.30	Fire and explosion prevention, detection and response The SRF shall have systems in place for preventing fires and explosions and for fire-fighting, by controlling any outbreak of fire quickly and efficiently and by quickly and safely evacuating all personnel at the SRF.	MEPC.210(63) – 3.3.6 National standards	HKC compliance

C. Environment

#	Requirements	Terms of reference	Category
Environmental compliance approach			
C.1	Environmental compliance approach The SRF shall understand the environmental risks associated with ship recycling, understands and is implementing the environmental requirements imposed by applicable international and national laws and regulations, is capable of managing and disposing of all the materials in the ship in an environmentally sound manner, and is implementing controls to protect the environment, including with respect to handling and disposing of Hazardous Materials.	MEPC.210(63) – 3.4 / Appendix 5 Convention Regulations – 20 / 22	HKC compliance
C.2	Environmental monitoring The SRF shall ensure an environmental monitoring programme aimed at preventing possible negative impacts to the environment during ship recycling.	MEPC.210(63) – 3.4.1	HKC compliance
C.3	Management of Hazardous Materials The SRF shall ensure robust processes, control procedures and abatement methodologies to be used for the removal, labelling, storage, segregation, transport, treatment and disposal of all relevant Hazardous Materials, which shall be developed in accordance with national requirements, as applicable.	MEPC.210(63) – 3.4.2 / Appendix 6 National standards Convention Regulations – 5.4 / 8.2	HKC compliance
C.4	Potentially containing hazardous materials (hereafter: PCHMs) The SRF shall ensure a transparent and consistent, as far as practical treatment of PCHMs.	MEPC.210(63) – 3.4.2.1 MEPC.197(62)	HKC compliance
C.5	Additional hazmat sampling and analysis The SRF shall ensure that if, during the recycling process or in preparation for it, the SRF deems it necessary, sampling, analysis and/or visual inspection shall be conducted, possibly with the cooperation of the ship-owner, to enable the identification of Hazardous Materials.	MEPC.210(63) – 3.4.2.2 MEPC.197(62)	HKC compliance
C.6	Hazmat identification, marking and labelling and potential on-board locations The SRF shall ensure that the information in the IHM is utilized for the purposes of identifying the type, location and quantity of any Hazardous Materials and for marking and/or labelling. Asbestos, PCBs, other Hazardous Materials and ship tanks – such as crude oil tank (COT), fuel oil tank (FOT), lubricating oil tank (LOT), fresh water tank (FWT) and water ballast tank (WBT) – should be clearly marked in an easily identifiable manner.	MEPC.210(63) – 3.4.2.3 MEPC.197(62)	HKC compliance
C.7	Hazmat removal, handling and remediation The SRF shall ensure safe removal, handling and/or cleaning of the Hazardous Materials that have been identified on the ship, taking account of their potential adverse effects on human health and/or the environment.	MEPC.210(63) – 3.4.2.4 National standards Convention Appendix 5	HKC compliance

C. Environment

#	Requirements	Terms of reference	Category
Environmental compliance approach			
C.8	<p>Hazmat storage and labelling after removal</p> <p>The SRF shall ensure that all wastes generated from recycling activity will be kept separate from recyclable materials and equipment, labelled for clear identification and stored in appropriate conditions either temporarily or for a longer term. The SRF will avoid waste being mixed or contaminated in a way that interferes with subsequent handling, storage, treatment, recycling or disposal.</p>	<p>MEPC.210(63) – 3.4.2.5</p> <p>National standards</p>	HKC compliance
C.9	<p>Hazmat treatment, transportation and disposal</p> <p>The SRF shall ensure environmentally sound management of all Hazardous Materials and wastes removed from a ship at the SRF. If treatment or disposal is taking place at the SRF, the SRF shall ensure that the materials will be managed in an environmentally sound manner and in compliance with applicable national requirements.</p> <p>In situations where the Hazardous Materials and wastes are sent off site, the SRF shall ensure procedures that they are transferred only to a facility authorized to deal with their safe and environmentally sound treatment and disposal. The SRF shall identify all off-site management and disposal facilities, describe how the materials will be managed at those facilities and identify all authorizations, permits, certificates, approvals and licences required by national and other agencies authorizing the facilities to manage the wastes. The SRF shall include procedures for tracking Hazardous Materials and wastes as they are transported from the SRF to their ultimate destination, and for managing and storing documentation, including that of subcontractors.</p> <p>The final waste-management facilities shall adhere to national standards and shall take into account applicable international standards and requirements, including but not limited to relevant instruments and reference materials of the United Nations Environment Programme (UNEP), and others given in appendix 5 of Resolution MEPC.210 (63).</p>	<p>MEPC.210(63) – 3.4.2.6</p> <p>National standards</p>	HKC compliance

C. Environment

#	Requirements	Terms of reference	Category
Environmentally sound management of hazardous materials			
C.10	Asbestos and materials containing asbestos The SRF shall ensure identification of the location and quantity of asbestos and materials containing asbestos by actively utilizing the IHM. Identification, marking and labelling shall be conducted by the SRF before asbestos and materials containing asbestos are removed.	MEPC.210(63) – 3.4.3.1 National standards MEPC.197(62) – Appendix 5	HKC compliance
C.11	PCBs and materials containing PCBs The SRF shall ensure identification of the location and quantity of the Hazardous Materials and wastes containing PCBs (polychlorinated biphenyls) by actively utilizing the IHM.	MEPC.210(63) – 3.4.3.2 National standards MEPC.197(62) – Appendix 5	HKC compliance
C.12	Ozone-depleting substances The SRF shall ensure identification of the location and quantity of ozone-depleting substances (ODSs) prior to removal by actively utilizing the IHM.	MEPC.210(63) – 3.4.3.3 National standards MEPC.197(62) – Appendix 5	HKC compliance
C.13	Paints and coatings: Antifouling compounds and systems (organotin compounds incl. TBT) The SRF shall ensure environmentally sound manner to antifouling compounds and systems (organotin compounds incl. TBT).	MEPC.210(63) – 3.4.3.4.1 Anti-Fouling Convention	HKC compliance
C.14	Paints and coatings: Toxic and highly flammable paints The SRF shall ensure that the flammability and toxicity of the paint or coating is checked prior to cutting painted surfaces. Adequate procedures shall be taken upon results, in order to minimize environmental and safety impacts.	MEPC.210(63) – 3.4.3.4.2 National standards	HKC compliance
C.15	Hazardous liquids, residues and sediments (such as oils, bilge and ballast water) The SRF shall ensure identification of the location and volume of hazardous liquids remaining on board by actively utilizing the IHM.	MEPC.210(63) – 3.4.3.5 National standards	HKC compliance
C.16	Heavy metals (lead, mercury, cadmium and hexavalent chromium) The SRF shall ensure that any heavy metals are removed in accordance with national requirements.	MEPC.210(63) – 3.4.3.6 National standards	HKC compliance
C.17	Other hazardous materials The SRF shall ensure that any other Hazardous Materials not listed above and which are not part of the ship's structure – those materials listed in the IHM, Parts II and III – shall be removed under safe conditions. To the maximum extent possible, these materials shall be removed prior to cutting according to the provisions of national laws and regulations.	MEPC.210(63) – 3.4.3.7 National standards	HKC compliance

C. Environment

#	Requirements	Terms of reference	Category
Prevention of adverse effects to the environment			
C.18	<p>Spill prevention, control and countermeasures</p> <p>The SRF shall ensure adequate containment and spill clean-up equipment and procedures.</p> <p>The SRF shall identify the designated in-house and subcontracted personnel who will be responsible for managing the programme and for responding to spills or similar emergencies, as well as the local authorities (such as the fire department) that may have jurisdiction at the SRF.</p>	<p>MEPC.210(63) – 3.4.4.1</p> <p>MARPOL requirements for SOPEP</p>	HKC compliance
C.19	<p>Storm-water pollution prevention</p> <p>The SRF shall ensure a programme that defines measures to be implemented and maintained to minimize the potential for storm-water contamination at the SRF.</p> <p>A programme for the prevention of storm-water pollution shall include the identification of all potential pollutant sources at the SRF that could come into contact with storm water, with the nearby receiving waters and with storm water-conveyance systems.</p>	MEPC.210(63) – 3.4.4.2	HKC compliance
C.20	<p>Debris prevention and control</p> <p>The SRF shall ensure a programme that defines measures to minimize the potential for debris deposition into the environment, including the maintenance of areas from which debris might be transported into the environment by wind, storm drains, tides or run-off. Control measures shall be implemented to reduce the likelihood of debris deposition.</p>	MEPC.210(63) – 3.4.4.3	HKC compliance
C.21	<p>Incident and spills reporting procedures</p> <p>The SRF shall ensure that procedures for reporting incidents and spills are complied with.</p>	<p>MEPC.210(63) – 3.4.4.4</p> <p>National standards</p>	HKC compliance

D. Anti-corruption

#	Requirements	Terms of reference	Category
D.1	The SRF can hold a valid TRACE or ETHIC certification.	TRACE, ETHIC standards	Best practice
D.2	The SRF shall have a written internal policy on business ethics and anti-corruption, which covers all of the below points: <ol style="list-style-type: none"> 1. prohibition of bribery, corruption and extortion both with government officials and private actors in order to gain an improper advantage 2. gifts and hospitality 3. facilitation payments 4. fair business practices and anti-competitive behaviour, including respect for intellectual property 5. provisions on unethical conduct and reporting, including no retaliation policy and protection of privacy of whistle-blowers 6. financial records and reports, no falsification 7. the policy is signed by senior management in the SRF 	UN Convention Against Corruption	Critical
D.3	The SRF should keep an updated record on laws, regulations and customer requirements on anti-corruption.	UN GC Principle 10	Minor
D.4	The SRF should have developed internal guidelines/control systems that discourage bribery and corrupt practices.	UN GC Principle 10	Minor
D.5	The SRF should have a formal process for reports of unethical behaviour by employees, managers, suppliers and customers.	UN GC Principle 10	Minor
D.6	The SRF shall have procedures to investigate and resolve reports and allegations of unethical conduct, including disciplinary measures.	UN GC Principle 10	Critical
D.7	The SRF shall protect the privacy and personal safety of persons reporting unethical behaviour without any fear of reprisals.	UN GC Principle 10	Critical
D.8	The SRF should be transparent about facilitation payments and actively works to eliminate them; when unavoidable, The SRF keeps a record of facilitation payments requested and given.	UN GC Principle 10	Major

D. Anti-corruption

#	Requirements	Terms of reference	Category
D.9	The SRF should keep a record of allegations and incidents of unethical behaviour, including resolution and closure, for a minimum of 5 years.	UN GC Principle 10	Minor
D.10	The SRF should conduct a risk assessment of corruption and bribery practices, including due diligence of its partners, and ensures that employees are equipped to handle these risks.	UN GC Principle 10	Minor
D.11	The SRF should regularly train its employees in its anti-corruption policy and procedures in a language that they understand.	UN GC Principle 10	Minor
D.12	The SRF should provide clear and simple written regulations to all employees and workers in the local or appropriate language(s), establishing requirements and responsibilities in accordance with the anticorruption policy.	UN GC Principle 10	Minor
D.13	The SRF should communicate and roll out its anticorruption program to its suppliers and subsidiaries.	UN GC Principle 10	Minor

E. Subcontractors

#	Requirements	Terms of reference	Category
E.1	The SRF should have a policy of screening and monitoring all its suppliers and subcontractors for commitment to Anti-Corruption, Health and Safety, Labour and Human Rights, and Environment as contained in the UN GC Principles.	UN GC Principles	Major
E.2	The SRF's contractual agreements with its suppliers should include the requirements, as given in E.1 or similar guidelines / standards.	UN GC Principles	Minor
E.3	The SRF should have a procedure to evaluate and select suppliers based on their practices on Anti-Corruption, Health and Safety, Labour and Human Rights, and Environment.	UN GC Principles	Minor
E.4	The SRF should have a program for auditing suppliers and partners in all of the following areas: <ol style="list-style-type: none"> 1. Anticorruption 2. Health and Safety 3. Human rights and Labour 4. Environment 	UN GC Principles	Minor
E.5	Training should be provided to subcontractors and suppliers in the following areas: <ol style="list-style-type: none"> 1. Anticorruption 2. Health and Safety 3. Human rights and Labour 4. Environment 	UN GC Principles	Minor

F. Labour and Human Rights

#	Requirements	Terms of reference	Category
F.1	The SRF can hold a valid SA8000 certification.	SA8000 standard	Best practice
Working and employment conditions			
F.2	The SRF shall commit to provide all workers with formal employment agreements that clearly state terms and conditions of employment.	ILO C95	Critical
F.3	The SRF shall provide all workers – regular, temporary, migrant, contracted, trainees – the same wage for equal work, benefits and terms and conditions.	ILO C95, ILO C158	Critical
F.4	The SRF shall ensure that all workers sign employment contracts with the facility and receive a copy in the local working language.	ILO C95	Critical
F.5	The SRF should ensure that employment contracts contain all provisions mandated by local law.	ILO C95	Major
F.6	The SRF shall ensure that policies and procedures on employment are clearly communicated to managers and supervisors.	UN GC Principles	Critical
F.7	The SRF shall ensure that a department or responsible person is assigned to be responsible for the implementation and compliance with its policies and procedures regarding human rights and labour standards.	UN GC Principles	Critical
F.8	The SRF should regularly update its practices to incorporate revision to existing laws and regulations on human rights and labour standards. When practices are updated, managers and supervisors should receive the appropriate training.	UN GC Principles	Minor
F.9	The SRF should have a risk assessment process to identify how its operations impact on all human rights and labour standards, and puts in place relevant corrective or preventive actions.	UN GC Principles	Minor
F.10	The SRF shall keep an updated record of: <ol style="list-style-type: none"> 1. All human rights and labour laws/regulations 2. Agreements with labour or trade unions 3. All employment agreements 4. Trainees and young workers 5. Contracted workers 6. Personnel records and copies of identification 7. Agreements with recruitment and labour agencies and details on agency/dispatched workers 8. Complaints by workers and resolved cases 	UN GC Principles	Critical
F.11	The SRF shall comply with all provisions of national law and collective bargaining agreements when administrating layoffs.	UN GC Principle 3	Critical
F.12	The SRF shall ensure that layoffs are administered on the basis of relevant objective criteria without discrimination due to union affiliation, gender identity, disability, age, ethnicity, religious belief or other personal or political characteristic.	ILO R166	Critical

F. Labour and Human Rights

#	Requirements	Terms of reference	Category
Working and employment conditions			
F.13	Before instituting layoffs, the SRF shall provide the appropriate government authority and the workers' representatives with information regarding the number of workers likely to be affected, reasons for the contemplated terminations, anticipated time period for the layoffs and all other relevant information.	ILO C158	Critical
F.14	The SRF shall have an established internal complaint mechanism for receiving and processing reports on issues of human rights and labour practices.	UN GC Principle 3	Critical
F.15	If F.14 is applicable, the internal complaint mechanism should be transparent, fair, documented, and time-bound and guarantees worker's anonymity and protection from retaliation.	UN GC Principle 4	Minor
F.16	The SRF should provide clear and simple written regulations on hiring, employment, and internal complaint mechanism to all workers in the local working language.	UN GC Principle 4	Minor
F.17	The SRF should train all new hires in all its relevant policies and procedures regarding employment and labour conditions, including its internal complaint mechanism.	UN GC Principle 4	Minor
Respectful treatment			
F.18	The SRF shall have a written internal policy on respectful treatment and harassment, which includes all below points: <ol style="list-style-type: none"> 1. Prohibition of physical and verbal abuse. 2. Prohibition of any form of harassment, physical, sexual or psychological. 3. Prohibition of punitive fines and deductions from salary. 4. Physical or mental punishment is never allowed as a disciplinary measure. 5. Discipline is a performance improvement process, and not a punishment in itself. 6. Protection of workers' privacy and use of personal files. 	UDHR (1948) International Covenant on Civil and Political Rights (1966) Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (1984) Convention on the Protection of All Migrant Workers and Members of Their Families (1990)	Critical
F.19	The SRF shall have a copy of valid laws and regulations on respectful treatment and anti-harassment / discrimination, and complies with its requirements.	UN GC Principle 6	Critical
F.20	The SRF shall have procedures and training in place for prevention of harassment, coercion, threatening behaviour, physical abuse, sexual abuse or verbal abuse toward workers.	UN GC Principle 6	Critical
F.21	The SRF should have documented disciplinary rules that define violations of rules, consequences of violations, disciplinary actions. The rules are compliant with local law.	UN GC Principle 6	Major

F. Labour and Human Rights

#	Requirements	Terms of reference	Category
Respectful treatment			
F.22	Workers should be duly communicated and informed verbally and in writing about the disciplinary rules in local or appropriate language(s).	UN GC Principle 6	Major
F.23	Workers shall have access to a confidential reporting system to report cases of harassment, coercion, threatening behaviour, violence, physical abuse, sexual abuse, or verbal abuse.	UN GC Principle 6	Critical
F.24	The SRF shall have procedures to investigate confidential reports and to discipline workers that commit acts of harsh or inhumane treatment against other workers.	UN GC Principle 6	Major
F.25	The SRF should keep a record of all violations and disciplinary actions.	UN GC Principle 6	Minor
F.26	The SRF should ensure that salary deductions are compliant with local law, if workers' salary can be deducted for disciplinary reasons or for not fulfilling performance targets. The SRF should ensure that the procedures include an appeal process for workers disagreeing with disciplinary actions, and choose to be represented by their union/association. The SRF should facilitate a disciplinary committee responsible for evaluating actions for disciplinary cases maintaining all records.	ILO C95	Major
F.27	The SRF shall avoid any sexual or other forms of harassment / discrimination.	UN GC Principle 6	Critical
F.28	The SRF shall avoid any physical or verbal coercion.	UN GC Principle 6	Critical
If the SRF uses a security arrangement, the requirements F.29 – F.35 are applicable.			
F.29	The SRF shall ensure that the duties of the security guards are formally defined and compliant with local law.	International Code of Conduct for Private Security Providers	Critical
F.30	The SRF shall ensure that security guards have been trained to carry out their job correctly, and to handle security-related situations in a defensive, preventive and non-violent manner.	International Code of Conduct for Private Security Providers	Critical
F.31	The SRF shall ensure that security staff do not monitor workers' performance and do not record working hours of employees.	International Code of Conduct for Private Security Providers	Critical
F.32	The SRF should ensure that security cameras and other surveillance devices are always signalled to employees and not used in private areas, such as lavatories, or dormitories.	International Code of Conduct for Private Security Providers	Critical
F.33	The SRF should ensure that body searches are only allowed in situations of heightened security threats, are not intrusive, and are performed by guards of both genders if necessary.	International Code of Conduct for Private Security Providers	Major

F. Labour and Human Rights

#	Requirements	Terms of reference	Category
Use of security arrangements			
F.34	The SRF shall ensure that security guards do not use force against workers.	International Code of Conduct for Private Security Providers	Critical
F.35	The SRF can have a policy defining the role and responsibilities of security services that it employees, with reference to the respect of human rights and international standards (i.e. Voluntary Principles for Security and Human Rights, International Code of Conduct for Private Security Companies).	International Code of Conduct for Private Security Providers	Best practice
Equal opportunity rights			
F.36	The SRF shall have a written internal policy on equality at work and to avoid all forms of discrimination, which includes all below points: <ol style="list-style-type: none"> 1. Prohibition of all forms of discrimination in recruitment and employment, based on age, colour, disability, education level, \ethnicity, gender identity, health status, marital status, nationality, migrant status, political opinion or affiliation, sexual orientation, social status, religion. 2. Recruitment, advancement and termination is only based on workers' qualifications, skills and experience. 3. Prohibition to ask workers or candidates regarding their pregnancy status, conducting pregnancy tests, or require written statements on marital status or intent of having children. 4. Prohibition to ask employees health examinations that are not related to the nature of their employment. 	ILO C111	Critical
F.37	The SRF should have a copy of valid laws and regulations on equal opportunity and discrimination and complies with its requirements.	ILO C111	Major
F.38	The SRF should ensure that workers' experience, skills, ability, performance, are the only objective criteria used in recruitment, promotion, employment conditions, termination and retirement and this is reflected in all recruitment, employment and advancement procedures.	ILO C111	Major
F.39	The SRF should provide equal salary for all workers performing equal work, including migrant or contracted workers.	ILO C100 / C111	Major
F.40	The SRF should ensure that all worker groups have equal access to internal employment and advancement opportunities.	ILO C111	Major
F.41	The SRF should have a confidential reporting system for all workers to voice cases of discrimination that is transparent, time-bound and with a clear issue resolution process.	ILO C111	Major

F. Labour and Human Rights

#	Requirements	Terms of reference	Category
Equal opportunity rights			
F.42	If F.41 is applicable, the SRF should ensure that workers are provided simple written regulations in local or appropriate language(s) regarding how to file complaints about discrimination.	ILO C111	Minor
F.43	The SRF should ensure that all worker groups are proportionally represented in workers' committees and trade unions.	UN GC Principle 3	Minor
F.44	The SRF shall avoid any form of sexual harassment or other form of violence.	UN GC Principle 6	Critical
F.45	The SRF shall ensure that no pregnant or nursing women are discriminated against.	ILO C183	Critical
F.46	The SRF shall ensure that no discrimination is found on the workplace.	UN GC Principle 6	Critical
F.47	The SRF can offer all its employees opportunities for increased qualifications and professional advancement, through for example training programs.	UN GC Principle 6	Best practice
Child Labour and Young Work			
The acceptable minimum age for employees is 15 years. As far as necessary and only if national law permits, children under the age of 15 are allowed to carry out light work that does not interfere with compulsory schooling. Employees under the age of 18 years are not to be involved in night work or work that is hazardous or likely to have a negative impact on the employee's physical or mental development.			
F.48	The SRF shall have a written internal policy on child labour, which commits to never employing children below 15 or the legal minimum age. Children are all individuals between 0 and 18 years of age.	ILO C138	Critical
F.49	If young workers are employed, they are between the age of 15 and 18. The SRF shall ensure a written internal regulation on young worker employment which includes all below points: <ol style="list-style-type: none"> 1. Young workers shall never work overtime and shall have a reduced work schedule. 2. Young workers shall never work at night. 3. Young workers shall never be engaged in hazardous work or work that could harm their physical, mental or moral development. 	ILO C182	Critical
F.50	The SRF shall have a copy of valid laws and regulations on child labour and young workers protection and complies with its requirements.	UN GC Principle 5	Critical

F. Labour and Human Rights

#	Requirements	Terms of reference	Category
Child Labour and Young Work			
F.51	The SRF shall keep a register for young workers (name, hire date, birth date, role, and supervisor).	UN GC Principle 5	Critical
F.52	The SRF shall ensure that recruitment and hiring processes include verification procedures to check the age of workers. If applicable, verification procedures should be included.	UN GC Principle 5	Critical
F.53	The SRF can have a traineeship or apprenticeship program. Traineeship/apprenticeship contracts are in compliance with local law and include provisions on young workers' protection.	ILO C182	Best practice
F.54	The SRF shall ensure that health checks are regularly arranged for young workers.	ILO C182	Critical
F.55	In the instance that child labour is found, The SRF shall have a procedure to remediate the situation in the best interest of the child and her family.	UN GC Principle 5	Critical
F.56	The SRF shall ensure that the age of the youngest worker at the facility complies with legal requirements.	UN GC Principle 5	Critical
F.57	The SRF shall ensure that young workers are not engaged in night work, hazardous work and do not perform overtime.	ILO C182	Critical
F.58	The SRF shall ensure that no child worker is employed at the SRF.	UN GC Principle 5	Critical
F.59	The SRF shall ensure that in the instance that child labour is found, a procedure exists to remediate the situation in the best interest of the child and her family.	UN GC Principle 5	Critical
F.60	The SRF can ensure that regular meetings with managers who have young workers/trainees under their supervision, to review the implementation of company policy on young work.	UN GC Principle 5	Best practice
Freely chosen employment (Voluntary Labour)			
F.61	The SRF shall have a written internal policy on freely chosen work and to avoid all forms of forced labour, which includes all below points: <ol style="list-style-type: none"> 1. The SRF shall only employ workers that freely choose their employment. 2. Overtime shall always be voluntary. 3. The SRF shall not using bonded labour, prison labour or subcontracted prison labour. 4. Workers can freely leave their employment after giving reasonable notice. 	ILO C29 UN GC Principle 4	Critical
F.62	The SRF shall have a copy of valid laws and regulations on voluntary labour and complies with its requirements.	UN GC Principle 4	Critical
F.63	The SRF should ensure that all directly employed workers hold a written and signed contract in a language they understand.	UN GC Principle 4	Major

F. Labour and Human Rights

#	Requirements	Terms of reference	Category
Freely chosen employment (Voluntary Labour)			
F.64	If personal identification documents such as ID, birth certificate and passport are held by the SRF. The SRF shall ensure that the person responsible is specified and if these documents are accessible by the workers.	ILO C29 UN GC Principle 4	Critical
F.65	The SRF shall ensure that workers are free to leave employment after reasonable notice in compliance with local law without any restrictions or penalty fee.	ILO C29 UN GC Principle 4	Critical
If the SRF uses a recruitment agency or broker to recruit workers, the requirements F.66 – F.73 are applicable.			
F.66	The SRF should ensure that a formal agreement with recruitment agencies and brokers includes a requirement to respect all applicable laws and The SRF's human rights and labour standards.	ILO C181 UN GC Principle 2	Major
F.67	The SRF should ensure that established, licensed, and registered recruitment agencies or service providers are used.	ILO C181 UN GC Principle 2	Major
F.68	The SRF should ensure that the agreement with the labour broker includes all below points: <ol style="list-style-type: none"> 1. Workers are not required to lodge deposits. 2. Workers do not pay recruitment fees, and if they do they are within legal limits. 3. The worker is provided an employment agreement at the time of hiring, including nature and type of work, terms and duration, working hours and wage, terms of termination and resignation. 4. The recruitment agency should not forge, retain, or otherwise handle worker's ID and personal data inappropriately. 	ILO C181 UN GC Principle 2	Minor
F.69	The SRF should ensure that the employment agreement with agency workers is in line with the law and with The SRF's requirements on labour conditions.	ILO C181 UN GC Principle 2	Major
F.70	The SRF should ensure that the agreement is in the local working language.	ILO C181 UN GC Principle 2	Major
F.71	The SRF should ensure that workers have a copy of the employment agreement.	ILO C181 UN GC Principle 2	Major
F.72	The SRF shall ensure that the salary paid to the workers by the agency is in line with local requirements and The SRF's salary levels for equal jobs, and includes all legal benefits and social insurance.	ILO C181 UN GC Principle 2	Critical
F.73	The SRF shall ensure that the agency ensures security, health and safety, including training, of all the workers employed on behalf of The SRF.	ILO C181 UN GC Principle 2	Critical

F. Labour and Human Rights

#	Requirements	Terms of reference	Category
Freely chosen employment (Voluntary Labour)			
F.74	The SRF shall ensure that workers work overtime only voluntarily and without threats of disciplinary actions.	ILO C181 UN GC Principle 2	Critical
F.75	The SRF shall ensure that workers are free to move around the premises during working hours.	ILO C181	Critical
F.76	The SRF shall ensure that workers are free to leave the workplace after working hours.	ILO C29	Critical
F.77	The SRF shall ensure that exits are open / unblocked during working hours.	ILO C29	Critical
F.78	The SRF shall ensure that permanent workers are granted time off in case of illness.	ILO C29	Critical
F.79	The SRF should ensure that workers are not forcibly required to live in company-provided dormitories.	ILO C29	Major
F.80	The SRF shall ensure that workers that live in dormitories can freely leave and move around the premises.	ILO C29	Critical
F.81	The SRF should ensure that, if employees have contracted loans with the SRF, that these are compliant with the law and fair.	ILO C29	Major
F.82	The SRF shall ensure that workers receive training and due information regarding terms of employment and terms of resignation and dismissal.	ILO C29	Critical
F.83	The SRF shall ensure that no bonded, prison or forced labour is employed by the SRF.	UN GC Principle 4	Critical
F.84	The SRF shall ensure that all workers are present voluntarily at the facility.	UN GC Principle 4	Critical
Freedom of Association and Collective Bargaining			
F.85	The SRF should have a written internal policy on freedom of association and collective bargaining, includes all below points: <ol style="list-style-type: none"> Workers are free to form and join unions or organisations and the management acknowledges their right. Workers are free not to join unions, or organisations and not forced to pay union fees in lieu. Workers and their representatives will not be discriminated, harassed, abused or disciplined against because of union affiliation. Workers have the right to strike as allowed by national law or collective agreements. 	ILO C87 / C98 UN GC Principle 3	Major
F.86	The SRF should have a copy of valid laws and regulations on freedom of association and complies with its requirements.	UN GC Principle 3	Major

F. Labour and Human Rights

#	Requirements	Terms of reference	Category
Freedom of Association and Collective Bargaining			
F.87	The SRF should be open to a dialogue with unions, if trade unions are present.	UN GC Principle 3	Major
F.88	The SRF should ensure that if a trade union is not present, other parallel worker associations are present, such as: <ol style="list-style-type: none"> 1. Independent trade union 2. Workers' committee 3. Health and safety committee 4. Dormitory committee 5. Government union 6. Other (please describe) 	UN GC Principle 3	Major
F.89	The SRF should ensure that membership to the trade union or association is voluntary and workers are free to join.	ILO C87 / C98 UN GC Principle 3	Major
F.90	The SRF should ensure that workers freely elect their own representatives.	ILO C87 / C98 UN GC Principle 3	Major
F.91	The SRF should ensure that migrant or contracted workers are free to be represented in workers' unions or associations.	ILO C87 / C98 UN GC Principle 3	Major
F.92	The SRF should ensure that representatives are never restricted to access their members at the workplace.	ILO C87 / C98 UN GC Principle 3	Major
F.93	The SRF should ensure that representatives regularly meet with management, and meeting records are available to them.	ILO C87 / C98 UN GC Principle 3	Minor
F.94	The SRF should ensure that, if no worker association is present, there is a formal process for workers to communicate openly with each other and with management and voice/resolve their grievances on all labour issues.	ILO C87 / C98 UN GC Principle 3	Major
F.95	The SRF should ensure that workers are free to join and carry out all union/association activities, complaints & resolutions, health and safety activities, relationship with management.	ILO C87 / C98 UN GC Principle 3	Minor
F.96	The SRF shall ensure that workers are not discriminated, harassed or disciplined because of union affiliation.	UN GC Principle 3	Critical

F. Labour and Human Rights

#	Requirements	Terms of reference	Category
Working Hours			
F.97	The SRF shall have a written internal regulation on working hours which includes all the following points: <ol style="list-style-type: none"> 1. Working hours are limited to 48 hours a week and on average 8 hours a day. 2. Overtime is only voluntary and does not exceed 12 per week/ 36 hours per month. 3. Workers do not face penalties for refusing overtime. 4. Workers are allowed at least 24 hours of rest every 7 days of work. 5. Workers are allowed designated rest breaks and undesignated breaks to use toilet facilities when necessary. 	ILO C1 / C30 / C14	Critical
F.98	The SRF shall have a copy of valid laws and regulations on working hours and complies with its requirements.	UN GC Principles	Critical
F.99	The SRF shall ensure that working hours are recorded by an open, transparent and accurate system.	UN GC Principles	Critical
F.100	The SRF shall ensure that workers take rest breaks and are allowed a meal break after maximum 6 working hours or less.	ILO C67	Critical
F.101	The SRF shall ensure that night workers receive a free health assessment before and during the duration of their assignment, to safeguard their health from risks of night work.	ILO C171	Critical
F.102	The SRF shall ensure that pregnant women who work night shifts are offered an alternative day shift at least 8 weeks before birth or earlier, with no reduction in pay.	ILO C171	Critical
F.103	The SRF shall ensure that workers work overtime only voluntarily and without threats of disciplinary actions.	UN GC Principles	Critical
F.104	The SRF shall ensure that pregnant or nursing women are allowed extra breaks for rest or childcare.	ILO C183	Critical
F.105	The SRF shall ensure that there are enough workers and shifts to meet orders, to avoid excessive overtime hours.	UN GC Principles	Critical
F.106	The SRF can monitor the number of accidents due to fatigue and number of these accidents is low for the industry.	UN GC Principles	Best practice

F. Labour and Human Rights

#	Requirements	Terms of reference	Category
Compensation and Leave			
F.107	The SRF should have a written internal policy on compensation and leave which includes all of the below points: 1. Wages at a minimum meet local requirements or industry benchmark. 2. Wages are sufficient to allow workers to meet basic needs and provide discretionary income. 3. Commitment to provide all legally required benefits and social insurance as part of worker's compensation. 4. Annual leave, parental/maternity leave, sick leave, compassionate leave or other legally required leave is provided.	Article 23, UDHR (1948)	Major
F.108	The SRF shall have a copy of valid laws and regulations on compensation and complies with its requirements.	UN GC Principles	Critical
F.109	The SRF shall keep records of wage calculations, bonuses, subsidies, authorised deductions, benefits for all workers.	UN GC Principles	Critical
F.110	The SRF shall ensure that wage deductions are always legal and do not affect the worker's core wage.	UN GC Principles	Critical
F.111	The SRF shall ensure that all worker wages (including trainees, workers in probation periods) meet at least the local wage requirements.	Article 23, UDHR (1948)	Critical
F.112	The SRF shall ensure that workers are paid the legally required overtime rates and wages, regardless of production quotas.	UN GC Principles	Critical
F.113	The SRF shall ensure that overtime is compensated at a premium rate of at least 125% of regular wages.	ILO C30	Critical
F.114	The SRF shall ensure that weekly rest is always paid.	ILO C14	Critical
F.115	The SRF shall ensure that workers are paid at the designated times with no delays and the payment frequency is legal.	ILO C14	Critical
F.116	The SRF shall ensure that pay slips contain details on how the wage was calculated, gross and net amount, deductions and reasons for such deductions.	UN GC Principles	Critical
F.117	The SRF should ensure that all workers are clearly communicated and understand how compensation is calculated.	UN GC Principles	Major
F.118	The SRF should ensure that specific benefits are applied in compensation, e.g. night shifts or hazardous jobs.	UN GC Principles	Minor
F.119	The SRF should ensure that wages are not made in kind, i.e. food products.	UN GC Principles	Minor
F.120	The SRF shall ensure that the SRF provides all employees with guaranteed insurance.	ILO C102	Critical

F. Labour and Human Rights

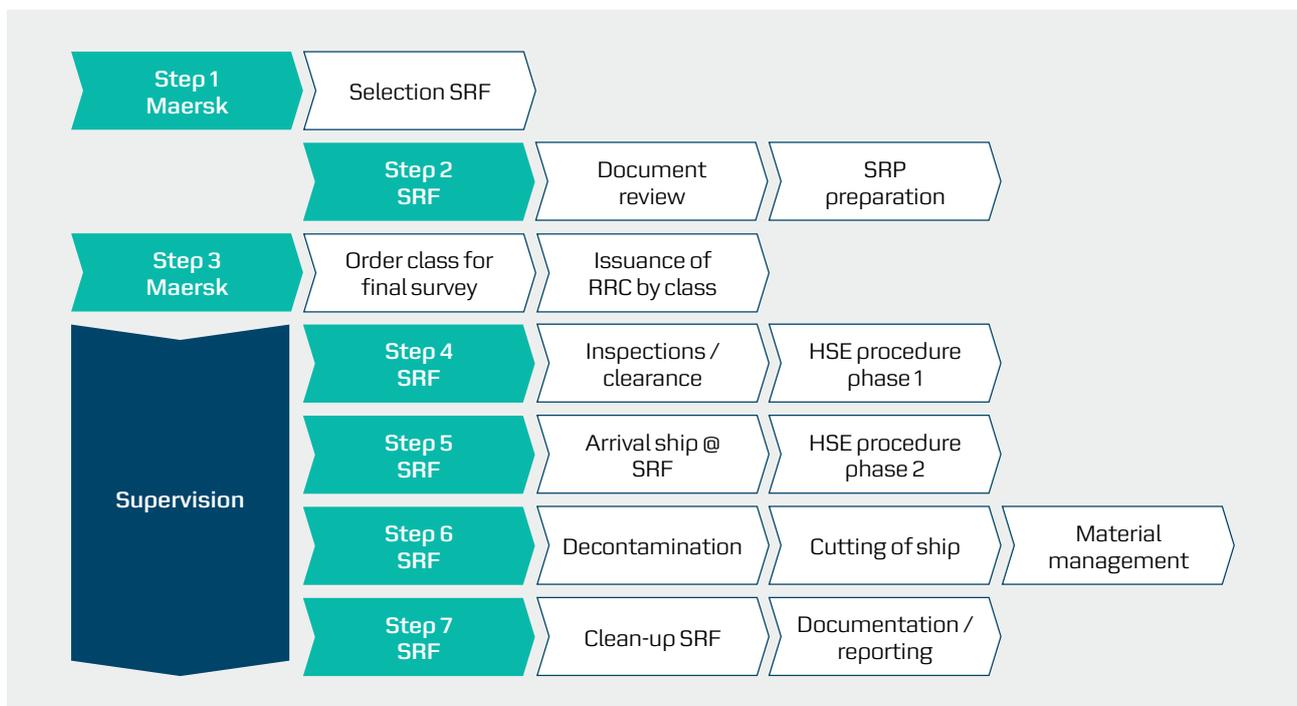
#	Requirements	Terms of reference	Category
Compensation and Leave			
F.121	If the SRF should arrange bank accounts for workers or migrant workers, the SRF should ensure it has no access to these bank accounts.	UN GC Principles	Major
F.122	The SRF should ensure that permanent workers at least 3 weeks of paid annual leave are granted.	ILO C132	Minor
F.123	The SRF grants all workers all customary and public holidays, and does not count these as part of the worker paid annual leave.	ILO C102	Major
F.124	The SRF shall grant paid leave for sickness, compassionate leave, occupational injuries.	ILO C138	Critical
F.125	The SRF shall allow female workers no fewer than 14 consecutive weeks of maternity leave.	Article 16, 23, and 24 UDHR (1948) ILO C132	Critical
F.126	The SRF can have procedures to re-evaluate and update wages at least once a year to ensure that workers are paid a wage in line with cost of living and inflation.	ILO C131	Best practice
Worker Health and Working Environment			
F.127	The SRF should provide workers health care for all occupational injuries and illnesses.	UN GC Principles	Major
F.128	The SRF shall involve workers in social insurance programmes required by local law.	UN GC Principles	Critical
If the SRF provide canteen services for its workers, the requirements F.129 – F.133 are applicable			
F.129	The canteen or dining facilities should have received a health permit and are registered with the relevant local authorities.	ILO C117 / C161	Major
F.130	The canteen and kitchen areas should be maintained and kept in compliance with highest health and hygienic standards, including maintenance, clean food storage and preparation, inspection and corrective actions.	ILO C117 / C161	Major
F.131	Canteen and cleaning staff should be trained on relevant regulations and hygiene standards for food storage and preparation.	UN GC Principles	Major
F.132	Canteen and cleaning staff should undergo a health examination at least once a year.	UN GC Principles	Major
F.133	Meals should be nutritious, sufficient in quantity and affordable (equal or below market cost).	UN GC Principles	Major

F. Labour and Human Rights

#	Requirements	Terms of reference	Category
Worker Health and Working Environment			
F.134	Workers shall have access to potable drinking water at any time and free of charge.	UN GC Principles	Critical
F.135	Toilets should be clean, private, separated by gender, and equipped with hand washing facilities.	UN GC Principles	Minor
F.136	First aid kits shall located at each facility floor/office and marked with signs.	UN GC Principles	Critical
F.137	First aid kits shall be inspected on a regular basis to check for expired materials or replenish supplies.	UN GC Principles	Critical
F.138	Number of trained first aiders in each shift shall be in line with local law and their names shall be clearly displayed in the working language of the SRF.	UN GC Principles	Critical
If the SRF provide dormitory or housing facilities to its workers, the requirements F.139 – F.149 are applicable			
F.139	The dormitory or housing facility should meet national and international standards with regards to workers' needs and safety.	ILO C120 / C126 / R115	Major
F.140	The dormitory or housing buildings should be structurally sound; exits are all unlocked and unblocked and fire emergency evacuation plans are posted and easy to understand.	ILO C120 / C126 / R115	Major
F.141	All residents shall receive a copy of the rules and procedures of facilities, including disciplinary rules, in a language that they understand.	ILO C120 / C126 / R115	Critical
F.142	Sleeping rooms should have a floor area of at least 2 square meters per resident and should meet local legal requirement.	ILO R115	Major
F.143	Beds should be not shared between day and night shift workers.	UN GC Principles	Major
F.144	Dormitories should provide secure storage for personal belongings.	UN GC Principles	Major
F.145	The dormitory or housing facility should be provided with toilet and washing facilities, ventilation, waste disposal, and utilities (drinking water, energy, heating and lighting) that meet the needs of residents and their families.	Article 25 UDHR ILO R115	Major
F.146	Facilities should be accessible and appropriate for women, pregnant women, disabled persons, elderly, and families with children and other residents with special needs.	UN GC Principles	Major
F.147	Recreation facilities should be available at the dormitory.	UN GC Principles	Major
F.148	Workers should have access to a complaints mechanism to submit queries and complaints regarding the facilities.	UN GC Principles	Major
F.149	The company should provide safe and adequate means of transportation to and from the workplace, if dormitory is located in a remote area.	UN GC Principles	Major

Conducting Ship Recycling according to RSRS

For SRFs following the RSRS, the below process flow, and explanations, are relevant for understanding main steps in the recycling process, to enable as a minimum full alignment with MEPC.210(63) – appendix 3.



Step 1 – Maersk

Selection of a HKC-compliant SRF

- Check of documentation and on-site inspections at SRF
- Review of any major waste disposal facility, against appendix 5 of Resolution MEPC.210(63)
- Preparation of SRF improvement plan for additional requirements with SRF (if applicable)

Provision of IHM Part I

- Ship in operation:
 - * Certified by Flag State / RO
 - * Maintained by ship-owner by Material Declaration (MD) and Supplier's Declaration of Conformity (SDoC)
 - * Amended if necessary
 - * Re-certified (≤ 5 years)
- Ship for recycling:
 - * IHM used for selection of RSRS-approved SRF (Type / Size / Hazardous Materials)

Provision IHM Part II and III (Table C and D)

- Estimations for operationally relevant materials on board at delivery sufficient

Agreement on processing of recycling, e.g.

- Supervision and access rights
- Commercial aspects
- Delivery conditions and timing
- Reporting requirements
- PR activities and response to enquiries

Step 2 – SRF

Review of ship specific documents by SRF for:

- Ensuring acceptability of ship by comparing:
 - * Ships dimensions and type
 - * IHM / hazardous materials covered by existing permits (and DASR, once country, where SRF is located, has ratified HKC) manageable by SRF equipment (if not planning for alternatives or additional capacities
 - * Restrictions specified by authorities or in RRC (if applicable)

- Preparation of ship specific SRP acc. to IMO Guidelines in cooperation with ship-owner. This shall include a risk assessment, to decide whether blocks fall inside or outside the ship, taking into account both safety as well as environmental risks (safety risks will prevail).

Step 3 – Maersk

Request Final Survey from Classification Society for issuance of Ready for Recycling Certificate (RRC)

- Provision of IHM Part I, II, III and SRP for final survey to Classification Society.

- Preparations for delivery to SRF:
 - * In case of Oil / Chemical Tankers, OBO, Gas Carriers all cargo spaces are cleaned dry and gas freed with related certificates. Cargo sludge is disposed of as hazardous waste¹
- Provision of RRC to SRF

Step 4 – SRF

Prepare for inspections and clearance

- Collection of documents required for clearing the ship:
 - * In case of Oil / Chemical Tankers, OBO, Gas Carriers ensure that all cargo spaces are cleaned dry and gas freed with related certificates. Cargo sludge is disposed of as hazardous waste¹.
- On arrival at final destination ensure full clearance by relevant governments.

- Applying HSE Procedure phase 1:
 - * Putting ropes along superstructure for allowing oil boomprocedure directly after landing in case of a spill
 - * Oil spill kit to be kept on-board (if available) and at SRF on stand-by (continued with throughout whole recycling process)
 - * Collection of 1st aid and rescue equipment and positioning at suitable locations (see HSE procedure 2)
 - * Firefighting equipment on stand-by (continued with throughout whole recycling process)

¹ Excepted are bunkers required for remaining ship operations

Step 5 – SRF

Arrival of ship at SRF

- Hired master steers ship under guidance of a pilot:
 - * Stop of engines
 - * Closing of fuel tank lines
 - * Crew leaves ship
- Ship is secured in its position
- Applying HSE Procedure phase 2:
 - * Bringing SRFs' emergency kit on-board (pilot ladder, life raft, vests, fire extinguisher, oil booms, etc.)
 - * Establishing ventilation and lighting by cutting holes into ship's hull at strategic points
- HazMat investigation, labelling and safe removal of loose HazMats:
 - * All HazMats identified in IHMs and other suspicious / potentially hazardous materials are located and marked for later inspection and removal
 - * All loose HazMats are securely packed on-board and shifted to HazMat storage rooms as early as possible
 - Batteries are delivered to approved recyclers
 - * Oily residues incl. engine room bilges, used oil from engines and gear box are removed by approved subcontractor
 - * Paint, chemical / consumable stores, furniture and other domestic consumable electronics are removed and stored in SRF or directly sold to traders

Step 6 – SRF

Decontamination and recycling of the ship (all activities may happen in parallel or/and subsequently) including HSE measures

- Decontamination and removal of remaining HazMats incl. gas freeing and tank cleaning, removal of oil
- Cutting of ship:
 - * Primary cutting
 - * Secondary cutting
 - * Third cutting
- Removal of equipment and components
- Material Management:
 - * Sorting of material
 - * Overhauling
 - * Waste segregation, labelling, storage and disposal
 - * Trading of valuables incl. components and equipment

Step 7 – SRF

Clean up of SRF. After finalization of ship recycling, prepare and send reports and documentation to Maersk:

- * Incident reports
- * Waste manifests
- * Statement of Completion