



AMERICAN CLUB

GUIDANCE FOR CLUB APPROVED CLINICS FOR COMPLIANCE WITH THE AMERICAN CLUB PRE-EMPLOYMENT MEDICAL EXAMINATION (PEME) PROGRAM

First Edition

November 2011



INTRODUCTION

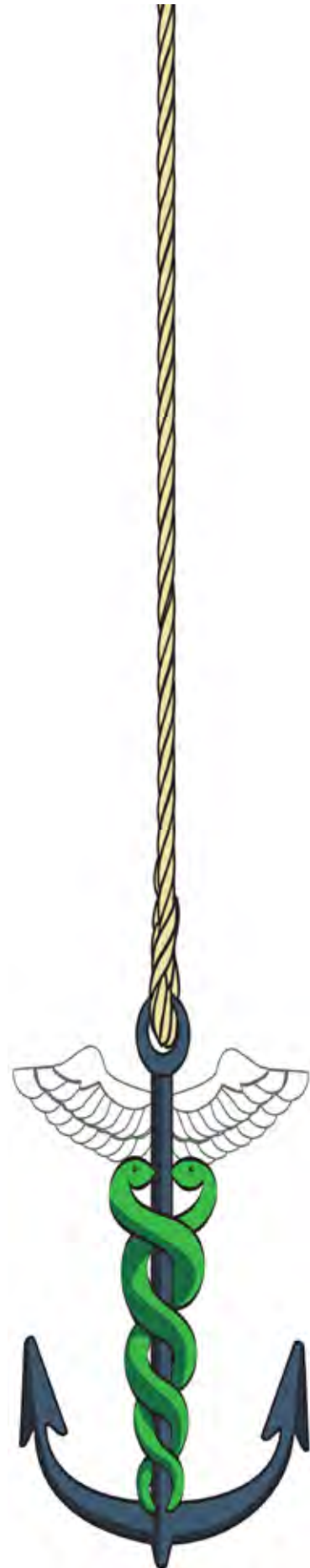
The objective of this document is to provide guidance to American Club-approved clinics of their requirements in completing the American Club's Medical Examination Form in association with the November 2011 amended and updated American Club PEME Forms and Guidance on Standards for Pre-Employment Medical Examinations (PEMEs).

Please review these guidelines in detail and ensure you and your staff are acquainted with the American Club's requirements as a Club approved PEME medical facility.

The success of the Club's PEME program relies mostly upon you and the high quality of medical expertise used to determine the fitness of seafarers employed aboard American Club entered vessels.

Thank you.

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1. Summary of significant changes to the Club's PEME program

a. Change of American Club PEME Forms

- 1.1 Please note that there is a single form to be used for the Club approved PEMEs. The Club no longer has separate forms relevant to each country.
- 1.2 The Club approved PEME forms are in a fillable Adobe Acrobat format (.pdf file) that we hope will be easier to complete by the clinic personnel and attending physicians.
- 1.3 You will note that the seafarer's picture must be provided on the PEME form.
- 1.4 You will note that a unique and individually numbered security hologram sticker that has been provided by the American Club. With regards to the use of the security hologram sticker:
 - 1.4.1 the hologram sticker **MUST BE** placed onto the first page of the PEME form in the designated location; and
 - 1.4.2 the attending physician **MUST** write the unique number of the hologram sticker on **EVERY** page of the American Club PEME Form along with their initials. Again, **this must be done on every page.**
- 1.5 **The American Club PEME is not considered completed until the entire form has been completed in full. No relevant space or question is expected to not be completed. If this is not done, the PEME is not deemed to have been completed.**
- 1.6 Clinics will note, most importantly, that they are asked to give a direct answer as to whether the seafarer is found *fit for duty*, *temporarily fit for duty* or *unfit for duty*. This must be completed so the Club can determine the overall status of the examination.

b. Changes to the *Guidance on Standards for Pre-Employment Medical Examinations (PEMEs)*

- 1.7 We strongly encourage our Club approved clinics ensure the review the amended version of the *Guidance on Standards for Pre-Employment Medical Examinations (PEMEs)* as there has been some significant amendments to the these standards.
- 1.8 Please note that the Club is aware of the fact that all tests may not be able to be performed as such tests are governed by national regulations and laws. For example, HIV testing. Please let us know of any such requirements as we are aware that this may be the case and can provide some dispensation related to those examinations.

2. Other Important reminders

- 2.1 If a seafarer has been deemed as conditionally 'fit for duty', e.g. requiring certain oral medications, a separate note should be attached to the Club PEME form providing the details of what medication is required and in what dosage.

- 2.2 As all clinics are aware, the PEMEs have not been extended to 2 years validity from the date of examination. Therefore, it is absolutely important that the detailed American Club PEME Form is completed in its entirety so we ensure a complete picture of the seafarer's condition.
- 2.3 **Finally again, the PEME is not considered completed if until ALL examinations as required have been performed. Shipowners and manning agents do not have the option of requesting that only certain tests are performed and not others.**