



THE AMERICAN CLUB

**GUIDANCE TO MANNING AGENTS ON COMPLIANCE WITH
THE AMERICAN CLUB PRE-EMPLOYMENT MEDICAL
EXAMINATION (PEME) PROGRAM**

June 2009

INTRODUCTION

Since February 20, 2006, the American Club has instituted a **mandatory** pre-employment medical examination (PEME) program for shipboard crew who originate from India, Indonesia, Latvia, the Philippines, Poland, Romania, Russia and Ukraine. As part of the program, the American Club has authorized specified clinics in each of these nations to perform the PEMEs and only these clinics may be attended by crew going onboard American Club insured ships.

Seafarers originating from these countries **must** attend a clinic approved by the American Club and have successfully completed examinations and medical tests that are required by the American Club.

The proper implementation of this program relies upon excellent communication between the shipowner, manning agent and the approved American Club PEME program clinic in each of these countries.

The objective of this document is to provide guidance to manning agents in assisting shipowners in ensuring crew who are to be employed aboard American Club insured vessels comply with the requirements of the American Club PEME program with regard to the crew's medical examinations and required documentation.

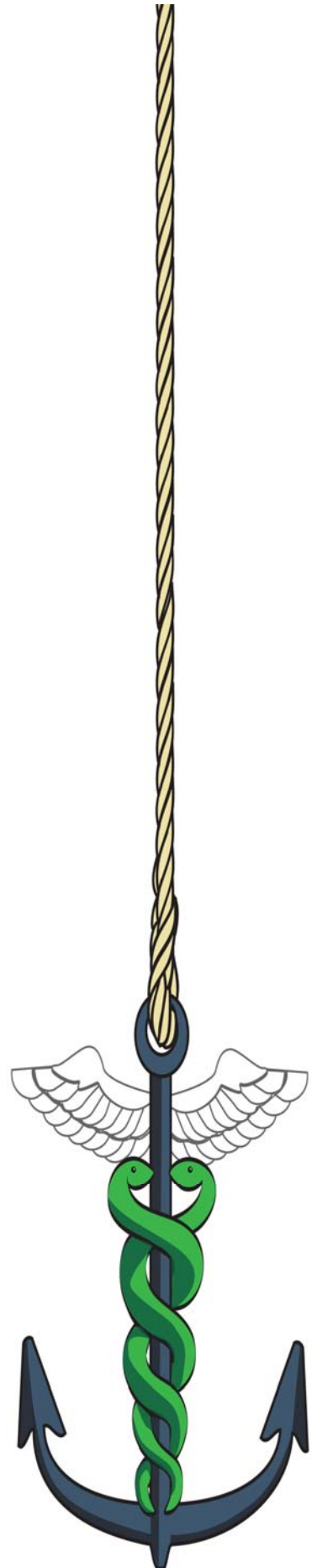
This Guidance applies to seafarers and shipboard personnel domicile in India, Indonesia, Latvia, the Philippines Poland, Romania, Russian Federation and Ukraine. However, this guidance can also be used by shipowners using seafarers from nations where the PEME is not compulsory. Guidance for manning agents in these nations is also intended by this document.

Manning agents should be aware that non-compliance with the American Club's PEME program can have significant negative consequences for the shipowner through increasing deductibles or denial of crew claims. Although shipowners operate their crewing departments differently, it is believed that this guidance will assist manning agents in having a better understanding of how crew medical examinations and relevant documentation need to be processed. ***Finally, a simple, easy to reference checklist is provided at the end of this guidance.***

The following guidance is structured as follows:

1. requirements of shipowners for the American Club PEME Program;
2. what manning agents should do to ensure compliance;
 - a. American Club approved clinics;
 - b. American Club PEME forms; and
 - c. ensuring the form is completed and valid; and
 - d. completion of the PEME checklist form; and
3. a quick checklist for manning agents to comply with the American Club PEME program; in the appendix to the attached annex.

Dr. William Moore
Senior Vice President
Shipowners Claims Bureau, Inc., Managers
American Club
New York, NY USA



1. Requirements of the Shipowner to comply with the American Club's PEME program

- 1.1 Shipowners using crew from the following nations **are required** to comply with the American Club pre-employment medical examination (PEME) program:
 1. India;
 2. Indonesia;
 3. Latvia;
 4. the Philippines;
 5. Poland;
 6. Romania;
 7. Russia; and/or
 8. Ukraine.
- 1.2 This applies to **all crew** from the nations specified above in 1.1.1 through 1.1.8 employed aboard ship (for example, including personnel such as the hotel staff for passenger ships).
- 1.3 If the crew originates from one of the nations specified above the shipowner must ensure that the crewman attends a clinic approved by the American Club as specified at the American Club website at www.american-club.com under the heading "Loss Prevention".
- 1.4 The shipowner must ensure the crewman has had a PEME performed that is in compliance with the Club's requirements through the completion of the American Club Pre-Employment Medical Examination Form by the Club approved clinic. There are different American Club Pre-Employment Medical Examination Forms for each country. These can be found on the Club's website at www.american-club.com under the heading on the Club homepage "Standard Forms" and then click on "PEME Forms" where a link to a form for each country can be found.
- 1.5 The shipowner must ensure that **all tests**, as specified in the American Club Pre-Employment Medical Examination Form, have been completed and the crew has passed those medical tests. All Club approved medical clinics have been instructed not to sign a form unless all required tests have been completed.
- 1.6 The shipowner must ensure that the crew has passed the said examination and have been classified as fit for maritime work by the clinic **no more than** 30 days prior to employment.

2. What Manning Agents Can Do To Assure Compliance

a. American Club Approved Clinics

- 2.1 The manning agent should ensure that the crew has attended an American Club approved clinic for crew specified in 1.1 and 1.2 above.
- 2.2 The manning agent can obtain an updated list of American Club approved PEME clinics at the American Club website at www.american-club.com under the heading "Loss Prevention" where there is a link to "American Club Approved Clinics" on the "Loss Prevention" page. Thereafter, a full list of countries will appear. Select the country and the

list of approved clinics and their contact information are then provided. **The list on the website is the most up to date and valid list of approved clinics.**

b. American Club Pre-Employment Medical Examination Form

- 2.3 The manning agents should ensure that the **clinic has been informed in advance of the arrival of the crew person(s)** who are to be given an American Club PEME. This is, in part, to ensure that the required tests and forms are to be completed by the clinic for this seafarer.
- 2.4 The manning agent should ensure that the clinic uses the updated *American Club Pre-Employment Medical Examination Form*. The most updated *American Club Pre-Employment Medical Examination Forms* can be found at the Club's website at www.american-club.com under the heading "Loss Prevention" and then link to "PEME American Club Medical Forms" on the "Loss Prevention" page. A full list of forms will appear as follows from which the proper form should be selected for that relevant country:
- **India - PEME FORM**
 - **Indonesia - PEME FORM**
 - **Latvia - PEME FORM**
 - **The Philippines - PEME FORM**
 - **Poland - PEME FORM**
 - **Romania - PEME FORM**
 - **Russian Federation - PEME FORM**
 - **Ukraine - PEME FORM**

[For manning agents of other countries ONLY: On the same page you will find two additional bullet items as forms entitled:

- **Other Countries - PEME FORM AND MEDICAL GUIDELINES**
- **Other Countries - PEME FORM AND MEDICAL GUIDELINES (Chinese)**

These guidelines should be forwarded to the medical clinic. It is very important that the medical forms be completed in full to the standards provided in the guidelines as done for the other countries.]

c. Ensuring the form is completed and valid

- 2.5 Once the crew examinations are completed, the manning agent should request of the clinic to be given a copy of the *American Club Pre-Employment Medical Examination Form*. **The manning agent should verify the authenticity of the completed form with the clinic and ensure it is completed in full, dated and signed by the responsible physician (doctor).** Verification should be in writing.
- 2.6 If the *American Club Pre-Employment Medical Examination Form* is not completed in full, signed, and/or dated, the manning agent should directly contact the clinic immediately to ensure a properly completed form is provided to the shipowner.

d. Completion of the PEME checklist form

- 2.7 In order to ensure all proper measures have been taken, the manning agent should complete the form, *Checklist for Manning Agents for the American Club Pre-Employment Medical*

Examination (PEME) Program. Thereafter, the form should be signed and dated by an authorized agent for the company.

- 2.8 A copy of the American Club Pre-Employment Medical Examination Form should be forwarded onto the owner as quickly as possible for their records. If the owner requests it, forward on a copy of the Checklist for Manning Agents for the American Club Pre-Employment Medical Examination (PEME) Program as a verification that all proper steps were taken in compliance with the American Club's PEME program.

Appendix



Checklist for Manning Agents for the American Club Pre-Employment Medical Examination (PEME) Program

References in brackets [] refer to sections of the guidance that applies.

Last name of applicant		First name	
Date of birth	Place of birth (City/Country)	Name of ship	
Medical certificate No.	Seafarer certificate No.		

1. American Club Approved Clinic

1.1 Is the crewman from one of the following nations? Indonesia, India, Latvia, Philippines, Poland, Romania, Russian Federation or Ukraine? [Section 1.1, 2.1 and 2.2]	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.2 If the answer to 1.1 above is “Yes”, is the clinic approved by the American Club as per the most updated list on their website at www.american-club.com ? [Section 1.3]	<input type="checkbox"/> Yes <input type="checkbox"/> No

2. American Club Pre-Employment Medical Examination Form

2.1 Has the required current <u>American Club Pre-Employment Medical Examination Form</u> been completed, signed and dated? [Section 1.4 and 2.5]	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.2 Has the medical questionnaire on the <u>American Club Pre-Employment Medical Examination Form</u> been completed in full and signed by the seafarer? [Section 1.5]	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.3 Has the manning agent checked to determine if the <u>American Club Pre-Employment Medical Examination Form</u> is valid by verifying in writing with the clinic? [Sections 2.5 and 2.6]	<input type="checkbox"/> Yes <input type="checkbox"/> No

Signature of manning agent verifying that all steps above have been taken

Signature _____ Date: _____

Manning Agent: _____ Position: _____