Vessel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date **(DD-MON-YYYY)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | Print Names: First Middle Last | | Position on the vessel |
| Making the Complaint: | | |  | |  |
| Advisor/Witness (required): | | |  | |  |
| Head of Department: | | |  | |  |
| Master of the Vessel: | | |  | |  |
| The seafarer asserts that the following ILO MLC 2006 title/ regulation is not being met. | | | | | |
| Title # |  | Title name | |  | |
| Regulation# | \_\_\_.\_\_\_.\_\_\_ | Reg name | |  | |
| Explain how this regulation is not being met:  Suggested corrective action: | | | | | |

|  |  |
| --- | --- |
| The Crew Representative has 2 days to interview the seafarer to resolve the complaint.  The results must be recorded here and a copy given to the seafarer. | |
| Date of Interview **(DD-MON-YYYY)** |  |
| Decision or outcome of interview:  Action items to be completed (if any):  What date should they be complete?    Who will be responsible for completion? | |
| Head of Dept. Signature |  |

If the seafarer is satisfied with the way the complaint was handled, then the matter is closed and a copy of this form is to be forwarded to [DPA@tdi-bi.com](mailto:DPA@tdi-bi.com). If not, proceed to next section: **Appeal to Master**.

**Appeal to Master:**

|  |  |
| --- | --- |
| The Master has 3 days from the date of appeal to interview the seafarer to resolve the complaint.  The results must be recorded here and a copy given to the seafarer. | |
| Date of Interview **(DD-MON-YYYY)** |  |
| Decision or outcome of interview:  Action items to be completed (if any):  What date should they be complete?    Who will be responsible for completion? | |
| Master’s Signature |  |

If the seafarer is satisfied with the way the complaint was handled, then the matter is closed and a copy of this form is to be forwarded to [DPA@tdi-bi.com](mailto:DPA@tdi-bi.com). If not, proceed to next section: **Appeal to DPA**. The Designated Person Ashore is the final authority designated by the company to resolve this complaint.

**Appeal to DPA:**

|  |  |
| --- | --- |
| The DPA has 5 days from the date of appeal to interview the seafarer to resolve the complaint.  The results must be recorded here and a copy given to the seafarer. | |
| Date of Interview **(DD-MON-YYYY)** |  |
| Decision or outcome of interview:  Action items to be completed (if any):  What date should they be complete?    Who will be responsible for completion? | |
| DPA Printed Name |  |
| DPA’s Signature |  |

The DPA’s decision is final. A copy of this document with all sections completed will be given to the seafarer and a copy emailed to [DPA@tdi-bi.com](mailto:DPA@tdi-bi.com).