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. 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. 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.