

UK P&I CLUB



GUIDELINES FOR APPROVED CLINICS

*The definitive standards for all approved clinics
when part of the PEME programme*



UK P&I CLUB
IS MANAGED
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INTRODUCTION

All approved clinics in our network are expected to adhere to the following guidelines covering all areas of the UK P&I Club's Pre-employment Medical Examination (PEME) Programme.

1. Aim

The UK P&I Club Pre-employment Medical Examination Programme exists in order to ensure that seafarers employed by Members of the UK P&I Club are sufficiently medically fit to carry out their full tour of duty.

The UK P&I Club medical examination may be done in tandem with an examination by the local maritime authority which may be required by the employer and/or any other examination necessary to comply with the vessels flag state requirements.

The UK P&I Club Medical is not intended to replace an employers obligation to meet the requirements of a local maritime authority or the vessel's flag state.

The PEME programme does not set new standards, but aims to ensure that existing standards are properly and thoroughly applied.

The quality of medical examination is assured by the regular audit of approved clinics.

2. Examining doctors

Doctors and clinics approved by the UK P&I Club to carry out a UK P&I Club PEME must have experience of occupational health and the particular problems experienced by seafarers while under-taking their roles onboard ships.

They must be approved examiners for their own country's maritime administration, (where such a system exists.) This information should be entered under 'Authorising body' on page 1 of the examination form.

All examining doctors must be fully aware of and comply to the guidelines and standards regarding fitness for sea service laid down by the ILO, MLC and relevant authority in their own country.

For the purpose of the UK P&I Club PEME, the UK P&I Club requires that the standards set by the UK Maritime and Coastguard Authority (MCA) are used by all examining doctors to determine whether a seaman is fit for sea service.

Responsibility for the decision as to whether the seafarer is fit or not rests solely with the examining doctor unless they feel they should refer the case for a more expert medical opinion.

On no occasion should the UK P&I Club or any of its Members, be requested to become involved in the decision to find a seafarer fit or unfit for sea service.



3. Medical form

The medical examination is to be recorded on the UK P&I Club PEME form.

Each page of the medical form should carry the UK P&I Club internet reference number of the seafarer and reference number of the corresponding national certificate.

It is essential that the seafarer produces a valid photographic ID document at each examination.

This must also be produced if the seaman is sent for further tests elsewhere outside the main clinic.

4. Examination

The standard UK P&I Club PEME consists of the following:

- a. Personal details as required on page 2.
- b. A full medical history, following the information required on the questionnaire found on pages 2 and 3. This section must be discussed with the seafarer by the examiner. It is not sufficient to simply ask the seafarer to complete this part of the form.
- c. A full physical examination as detailed on page 4. This should include an examination by a dentist where possible and required. (A dental referral is required in any case where the seafarer is not found dentally fit.)

Audiometry is required for deck and engine crew, and others who have an equivocal/inconclusive whisper test.

- d. All tests as on page 5 with the following identified exceptions:
 - i. Chest X-ray
This element must be completed in the below cases, however, is not required otherwise.
 1. For all new entrants.
 2. Annually for applicants from countries where tuberculosis or HIV are prevalent.
 3. At every medical examination where clinically indicated.
 - ii. Electrocardiogram
This element must be completed in the below cases, however, is not required otherwise.
 1. For applicants over the age of 40.
 2. At every medical examination where clinically indicated.
 - iii. Food handlers screen
Is only for staff involved in the preparation or service of food. Optional at Club Member's request.
 - iv. HIV test and urine drug and alcohol screen only where required by the hiring company and not in breach of local employment legislation.
 - v. If Hepatitis B surface antigen is negative, further Hepatitis markers are not required.
- e. Any additional tests requested by the employing company and pre-agreed with the UK P&I Club should be recorded on page 5.
- f. Any vaccines required should be administered, reference being made to current W.H.O. guidelines, as well as appropriate lifestyle advice.

Vaccination fees are paid by the seafarer unless prior agreement has been provided by the manning agent, employer and/or the UK P&I Club that they will meet the cost of same.

5. Extent of examination

All seafarers must undergo a full medical examination, even in the case where a condition is revealed that would render the seafarer either permanently or temporarily unfit for sea service, thus providing the opportunity for the discovery of further significant conditions that may otherwise be missed.

This information may be required in the event that a seafarer, who is found permanently unfit for duty, elects to take the case to appeal. It may also avoid the situation where, upon the re-testing of a seafarer following the resolution of a condition that rendered him/her temporarily unfit, another condition that existed at the time of the initial examination is discovered that renders him/her permanently unfit.

6. Validity

The medical examination should be performed no more than two months prior to the anticipated date of joining a ship.

Each certificate should be considered valid for a maximum of two years unless advised.

7. Appeal

A seafarer who fails their examination based upon the local maritime standards, and who wishes to appeal, should be referred as recommended by the local maritime administration.

If a seafarer is found to be temporarily or permanently unfit, this should be noted on the record of the examination and on the fitness certificate.

It must be made quite clear whether the seafarer has been found unfit according to the statutory standards of the country concerned, or by other standards imposed by the shipping company.

8. Distribution

The original medical certificate (page 1 only) should be given to the seafarer, and a copy taken by the examiner and kept with the original record of examination. The storage of this documentation must be undertaken in compliance with the law applicable to the country in which the PEME examination is performed.

A copy of the medical certificate may be sent by email to the UK P&I Club PEME Team upon request.

9. Fee

All medical fees are to be submitted via the online Feesable system unless pre-agreed by the UK P&I Club. Invoices must contain a full detailed breakdown of the charges to include the standard PEME fee and any pre-agreed extra tests, examinations or vaccinations undertaken. Information on the crew rank, vessel name and internet reference number is also to be quoted.

All medical charges are pre-agreed by the UK P&I Club following discussions with each clinic.

Clinics are not permitted to enter into negotiations on matters of pricing with any parties outside the UK P&I Club PEME Team.

Fees to be submitted promptly i.e. within 30 days of exam.

10. Repeat testing

The PEME programme will fund separately a single repeat, if indicated, of any of the tests within the standard examination which give borderline results.

No other referral or tests required to investigate health issues discovered at the examination will be paid by the UK P&I Club.

Fees submitted for medical examinations conducted over 6 months previously will not be paid without prior agreement from the UK P&I Club.

11. Participating Members

Only Clinics approved by the UK P&I Club are permitted to perform the UK P&I Club medical examination.

The UK P&I Club PEME medical form and documentation is the intellectual copyright of the UK P&I Club.

On no account should an approved clinic issue a UK P&I Club PEME medical certificate to unauthorised parties or without a valid PEME internet reference number.

Any questions concerning these guidelines should be addressed to the PEME Programme Director, and sent via email, to Peme.UKClub@Thomasmiller.com

Key points

The standards set by the UK Maritime and Coastguard Authority (MCA) are used by all examining doctors in order to determine whether a seaman is fit for sea service.

All seafarers must undergo a full medical examination, even in the case where a condition is revealed that would render the seafarer either permanently or temporarily unfit for sea service, thus providing the opportunity for the discovery of further significant conditions that may otherwise be missed.

Responsibility for the decision as to whether the seafarer is fit or not rests solely with the examining doctor unless they feel they should refer the case for a more expert medical opinion.

Only Clinics approved by the UK P&I Club are permitted to perform the UK P&I Club medical examination.

Referral or follow on: no tests required to investigate health issues discovered at the examination will be funded by the Club.

PEME TEAM



Sophia Bullard

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Sophia joined Thomas Miller in 1992 and from 1994 worked as a claims handler dealing mainly with French and Spanish members. In 2004 Sophia became the PEME Programme Director. As part of her work in the PEME Programme, Sophia has undertaken a large number of clinic audits, implemented the standard medical form and clinic guidelines. She has also lead the scheme through the largest period of growth and development with a doubling of approved clinic facilities and a four fold member increase. Sophia is a Director of Thomas Miller & Co. Ltd.



Stuart Last

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Stuart joined Thomas Miller in 1998 as a claims trainee for UK P&I Club's Greek Members. In April 2005 Stuart joined PEME as the Team Administrator. Stuart is responsible for co-ordination of Member entries and administration for the clinic approval process.



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Saidul Alom joined PEME from the European Region Service Team in 2004. Saidul provides administrative support to the PEME programme and is responsible for liaison with the approved clinics on financial billing matters and ensuring prompt payment of all clinic fees

CLINICS



NORTH AMERICA & CANADA

Nationwide coverage

INDIA

Chennai
Mumbai
Goa
New Delhi
Kolkata
Cochin

AFRICA

Johannesburg
Cape Town
Durban

EUROPE

Dublin
London
Glasgow
Dubrovnik
Rijeka
Split
Zadar
Budapest
Barcelona
Odessa
Bucharest
Constanza
Gdansk
Varna

ASIA PACIFIC/AUSTRALIA

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Cebu
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Singapore
Davao City
Iloilo City
Brisbane
Melbourne