

# Pre-Employment Medical Guidelines

## Clinic selection - Worldwide

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### Disclaimer

The purpose of this publication is to provide a source of information that is additional to that available to the maritime industry from regulatory, advisory, and consultative organisations. Whilst care is taken to ensure the accuracy of any information made available no warranty of accuracy is given and users of that information are to be responsible for satisfying themselves that the information is relevant and suitable for the purposes to which it is applied. In no circumstances whatsoever shall the Association be liable to any person whatsoever for any loss or damage whatsoever or howsoever arising out of or in connection with the supply (including negligent supply) or use of information.

Unless the contrary is indicated, all content is written with reference to English Law. The content of this publication does not constitute legal advice and should not be construed as such. Members should contact the Association for specific advice on particular matters.

Loss prevention briefings for Pre-Employment Medicals have been developed in cooperation with Medical Rescue International (MRI) for the benefit of Members who wish to give more guidance to their manning agents in connection with pre-employment medical examinations.

Loss prevention briefings for Pre-Employment Medicals are intended to assist the Member by providing guidelines and recommended medical examinations to its manning agent for reducing the likelihood of seafarers being repatriated before the end of their contractual term. The contractual relationship of the enhanced medicals operates solely and exclusively between a Member's chosen manning agent and one of the selected clinics.

Loss prevention briefings for Pre-Employment Medicals are not to be considered as medical advice. All decisions as to the sufficiency of the examination, testing, and employment of prospective seamen remain the decisions of the Member and/or its manning agent, and/or the medical clinics. North of England P&I Association and MRI do not undertake or accept any responsibility for such decisions.

This disclaimer is governed by English law and is intended to protect both the Association and MRI. In availing itself of this Pre-employment Medical schemes and guidelines the Member accepts the terms set out above on behalf of itself and its manning agents, servant, agents and employees.

#### **North of England P&I Loss Prevention briefings on pre-employment medicals include:**

- 1 Pre-employment medical scheme – PHILIPPINES
- 2 Pre-employment medical guidelines – Clinic selection – WORLDWIDE
- 3 Pre-employment medical scheme – UKRAINE

#### **Contacts**

For further details please contact:

Judith Burdus  
Senior Executive (Claims)

Lucy Dixon  
Senior Executive (Claims)

### Introduction

Crew illness claims continue to be a substantial cost for the shipowner Members of the Association. One single serious illness claim can force a vessel to deviate and lose time with all the attendant commercial consequences. The resultant hospitalisation, medical treatment and related expenses may potentially cost hundreds of thousands of dollars. There can also be a serious safety risk where a seafarer with an undetected medical condition is for instance a watchkeeper in charge of the ship or its machinery.

Many of these claims could have been avoided if the seafarer had a comprehensive pre-employment medical examination by a reliable medical facility or clinic. These guidelines have been prepared to provide Members with advice on effective pre-employment medical screening and the selection of suitable clinics in their crew supply areas worldwide.

The guidelines consist of:

#### Pre-visit checklist

The selection process starts with this list of questions to assess whether a clinic is suitable for conducting pre-employment medicals to the recommended standard.

#### Clinic visit checklist

The clinics nominated for visits should be those that have best answered the pre-visit checklist above. This list of questions to be asked during the visit should provide a structured approach and ensure the most efficient use of time spent at the facility. Medical consultants to the Association - Medical Rescue International (MRI) - can be engaged by Members to carry out the selection process. (Contact details for MRI can be obtained from Judith Burdus or Lucy Dixon at North of England).

#### Schedules for recommended pre-employment medical examinations

These schedules take into account claims statistics and:

- specific ailments
- specific conditions induced by eating and drinking habits

which can be peculiar to various geographical groupings. Consequently, many of the medical conditions that might lead to subsequent claims should be discovered during the examination.

#### Medical examination record

This is a recommended format of medical examination record for use by selected clinics.

#### Explanatory notes

These notes provide an explanation of the medical processes and the parameters which should be recorded on the medical examination record.

### Pre-Visit Checklist

1. Is the clinic recognised by and/or associated with a statutory body.
2. Is the clinic covered by health & safety regulations for both candidates and staff.
3. Does the clinic already undertake pre-employment medicals for seafarers.
4. If yes to 3 - How many pre-employment medicals are currently completed on a daily basis.
5. Location - can the clinic be easily accessed by candidates. Is it near a public transport system. Is it near manning agent's offices.
6. Is the clinic owned and managed by a medical practitioner.
7. Does the clinic have fully qualified doctors and are they employed on a full time basis.
8. Is all medical screening undertaken by a fully qualified medical practitioner who understands the nature of seafarer's work.
9. How much of the examination is actually performed by resident doctors, and how many other general staff, nurses and technicians are involved? Is the medical split into specific examinations or is it a general overview, and is there a full time dentist and optician at the clinic.
10. If the screening includes specific examinations - are the results of all examinations and investigations computerised and retained on a PC database for a minimum of 7 years.
11. Where the examining doctor is unsure of the significance of any examination result - does the clinic have a method of referral to medical specialists.
12. What is the annual expenditure on new equipment and is equipment regularly calibrated. (See Note 1)
13. Are onsite facilities available for sampling blood and urine - the clinic should have facilities to conduct their own tests as per the recommendations.
14. Does the clinic give candidates instructions prior to the appointment for examination - particularly about tests requiring blood fasting.
15. Does the clinic have an existing cost structure for medical examinations.
16. Is the clinic already retained by an internationally recognised company or organisation.

### Clinic Visit Checklist

1. Are the facilities clean, light and airy and do they allow the candidate privacy at all times.
2. Are clinical measuring devices modern and is there documentary proof of calibration available as per manufacturer's recommendations.
3. Consider overall management of the clinic. There should be areas designated for each examination with organised patient flow from one examination to another. The Clinic should have designated areas for audiometry, dentistry, psychiatric testing, optical services and blood testing (known as the BENE Section).
4. Are doctors wearing name badges and is their presentation or mode of dress appropriate. Do they look and behave in a professional manner.
5. Does the clinic have an appointment system.
6. Does the clinic have an I.D. and numbering system for candidates.
7. To prevent any potential fraud during the examinations - does the clinic have the ability to photograph candidates on arrival and ensure the photographs accompany the candidate at all times.
8. To eliminate any misunderstanding, examining doctors should confirm personal Information provided by candidates, and warn of the potential consequences if information is withheld.
9. Does the clinic ensure general guidance by staff for the candidate to ensure that the examination is completed smoothly and without undue anxiety.
10. All candidates should be fully undressed and be provided with clothing that protects privacy whilst the examination takes place.
11. Toilets where urine samples are taken should be clean, easy to maintain, have hand-washing facilities, and – to prevent substitution - sampling should be monitored by clinic staff.
12. Where a candidate fails the medical examination – guidance is given on improving health in order to obtain fitness to work status.
13. Is the proposed price structure for recommended pre-employment medical examinations realistic – are prices too cheap or too expensive.
14. Would you be happy for the clinic to undertake your own medical.

### Schedule A Far East Nationals excluding Filipinos – Ages 30 years and below

#### Pre-employment medical examination

1. Review of past medical history with appropriate declaration discussed with doctor, agreed and signed by candidate.
2. Chest x-ray (14x17)
3. Complete Blood Count
4. Routine Urinalysis
5. Routine Fecalalysis
6. Blood Typing
7. Dental Check-up
8. Optical Check-up
9. Complete P.E. & History
10. Psychological examination.
11. Lipid Profile
  - Total Cholesterol (HDL/LDL)
  - Triglycerides
12. Others:
  - Fasting Blood Sugar
  - HIV 1 & HIV 2
  - Audiometry
  - Ishihara
  - Pulmonary Function Test
  - VDRL Screening
  - ECG
  - BUA (Blood Uric Acid)
13. Hepa A
  - Hepa B Antigen Test
  - Hepa C

Additional charges may be made – for example, stool analysis is compulsory for all food-handlers

It is recommended that the seafarer be given anti-malarial injections and instructions for the taking of appropriate medication throughout the term of the contract.

### Schedule B Far East Nationals excluding Filipinos – Ages 31 to 50 years old

#### Pre-employment medical examination

1. Review of past medical history with appropriate declaration discussed with doctor, agreed and signed by candidate.
2. Chest X-ray (14x17)
3. Complete Blood Count
4. Routine Urinalysis
5. Routine Fecalalysis
6. Blood Typing
7. Dental Check-up
8. Optical Check-up
9. Complete P.E. & History
10. Psychological Examination
11. Lipid Profile
  - Total Cholesterol (HDL/LDL)
  - Triglycerides
12. Liver Profile
  - Total Bilirubin
  - SGOT
  - SGPT
  - GGTP
13. Kidney Function Test
  - BUN
  - Creatinine
  - Total Protein
14. Others:
  - Fasting Blood Sugar
  - HIV 1 & HIV 2
  - Audiometry
  - Ishihara
  - Pulmonary Function Test
  - VDRL Screening
  - ECG BUA (Blood Uric Acid)
15. Hepa A
  - Hepa B Antigen Test
  - Hepa C

Additional charges may be made – for example, stool analysis is compulsory for all food-handlers

It is recommended that the seafarer be given anti-malarial injections and instructions for the taking of appropriate medication throughout the term of the contract.

### Schedule C Far East Nationals excluding Filipinos – Ages 51 years and above

#### Pre-employment medical examination

1. Review of past medical history with appropriate declaration discussed with doctor, agreed and signed by candidate.
2. Chest X-Ray (14 x17)
3. Complete Blood Count
4. Routine Urinalysis
5. Routine Fecalalysis
6. Blood Typing
7. Dental Check-up
8. Optical Check-up
9. Complete P.E. & History
10. Psychological Examination
11. Lipid Profile
  - Total Cholesterol (HDL/LDL)
  - Triglycerides
12. Liver Profile
  - Total Bilirubin
  - SGOT
  - SGPT
  - GGTP
13. Kidney Function Test
  - BUN
  - Creatinine
  - Total Protein
14. Others:
  - Fasting Blood Sugar
  - HIV 1 & HIV2
  - Audiometry
  - Ishihara
  - Pulmonary Function Test
  - VDRL Screening
  - ECG
  - BUA (Blood Uric Acid)
15. Hepa A
  - Hepa B Antigen Test
  - Hepa C
16. Stress Test
  - Cardio Profile

Additional charges may be made – for example, stool analysis is compulsory for all food-handlers

It is recommended that the seafarer be given anti-malarial injections and instructions for the taking of appropriate medication throughout the term of the contract.

## Schedule D Non-Far East Nationals

### Ages 30 years and below

#### Pre-employment medical examination

1. Review of past medical history with appropriate declaration discussed with doctor, agreed and signed by candidate.
2. Chest x-ray (14x17)
3. Complete Blood Count
4. Routine Urinalysis
5. Routine Fecalalysis
6. Blood Typing
7. Dental Check-up
8. Optical Check-up
9. Complete P.E. & History
10. Psychological Examination
11. Lipid Profile
  - Total Cholesterol (HDL/LDL)
  - Triglycerides
12. Others:
  - Fasting Blood Sugar
  - HIV 1 & HIV 2
  - Audiometry
  - Ishihara
  - Pulmonary Function Test
  - VDRL Screening
  - ECG
13. Hepa A
  - Hepa B Antigen Test
  - Hepa C

Additional charges may be made – for example, stool analysis is compulsory for all food-handlers

It is recommended that the seafarer be given anti-malarial injections and instructions for the taking of appropriate medication throughout the term of the contract.

### Schedule E Non-Far East Nationals

#### Ages 31 years and above

##### Pre-employment medical examination

1. Review of past medical history with appropriate declaration discussed with doctor, agreed and signed by candidate.
2. Chest X-ray (14x17)
3. Complete Blood Count
4. Routine Urinalysis
5. Routine Fecalalysis
6. Blood Typing
7. Dental Check-up
8. Optical Check-up
9. Complete P.E. & History
10. Psychological Examination
11. Lipid Profile
  - Total Cholesterol (HDL/LDL)
  - Triglycerides
12. Liver Profile
  - Total Bilirubin
  - SGOT
  - SGPT
  - GGTP
13. Kidney Function Test
  - BUN
  - Creatinine
  - Total Protein
14. Others:
  - Fasting Blood Sugar
  - HIV 1 & HIV 2
  - Audiometry
  - Ishihara
  - Pulmonary Function Test
  - VDRL Screening
  - ECG
  - BUA (Blood Uric Acid)
15. Hepa A
  - Hepa B Atigen Test
  - Hepa C
16. Stress Test
  - Cardio Profile

Additional charges may be made – for example, stool analysis is compulsory for all food-handlers

It is recommended that the seafarer be given anti-malarial injections and instructions for the taking of appropriate medication throughout the term of the contract.

# Pre-employment medical guidelines

## Clinic selection - Worldwide

ATTACH PHOTOGRAPH HERE

### Medical Examination Record

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Numbers in brackets (2) refer to [EXPLANATORY NOTES](#)

LAST NAME		FIRST NAME		MIDDLE INITIAL	SEX	AGE	DATE OF BIRTH
CIVIL STATUS		PASSPORT NO.		JOB APPLIED FOR			MANNING AGENT
PRESENT MAILING ADDRESS							TEL. NO.
HEIGHT (2) m ins	WEIGHT (3) lbs kgs	PULSE /min reg irr	BODY BUILD (4) SS MS LS OW		CHEST: INSP (5) CHEST: EXP ABD GIRTH (6)		ins ins ins
VISUAL ACUITY UNCORRECTED CORRECTED		FAR VISION L R L R		NEAR VISION L R L R		COLOUR VISION (7)	CLARITY OF SPEECH
DENTAL UPPER LOWER				CHEST X-RAY NEGATIVE POSITIVE		PA AP X Ray No.	BLOOD TYPE: BLOOD PRESSURE: (14) (20) (21) /

FAMILY HISTORY				
	Present Age	Present state of health	Age at death	Cause of death
Father				
Mother				
Brother/s	1			
	2			
	3			
Sister/s	1			
	2			
	3			

MEDICAL HISTORY (8) - Has applicant suffered from, or been told they have (or had) any of the following conditions:					
1. Asthma or wheezing	YES NO	12. Nose bleeding	YES NO	22. Swelling of feet	YES NO
2. Bronchitis	YES NO	13. Hearing problems	YES NO	23. Fainting attacks	YES NO
3. Pleurisy	YES NO	14. Rheumatic fever	YES NO	24. Migraine	YES NO
4. Tuberculosis	YES NO	15. High blood pressure	YES NO	25. Blackouts	YES NO
5. Pneumonia	YES NO	16. Heart attack	YES NO	26. Fits	YES NO
6. Coughed up blood	YES NO	17. Chest pain	YES NO	27. Epilepsy	YES NO
7. Shortness of breath	YES NO	18. Palpitations	YES NO	28. Muscular weakness	YES NO
8. Other chest complaints	YES NO	19. Poor circulation	YES NO	29. Paralysis	YES NO
9. Sinus trouble	YES NO	20. Other infections of the heart or circulatory system	YES NO	30. Stroke	YES NO
10. Frequent colds	YES NO			31. T.I.A.	YES NO
11. Ear infections	YES NO	21. Varicose veins	YES NO	32. Tingling	YES NO

I hereby permit the undersigned physician to furnish such information the company may need pertaining to my health status and other personal medical findings and do hereby release them from any and all legal responsibility by doing so. I also certify that my medical history contained above, is true and any false statements will disqualify me from my employment, benefits and claims.

Signature \_\_\_\_\_ Examiner

Candidate \_\_\_\_\_

Name of employer \_\_\_\_\_

### Medical Examination Record

Page 2 of 2 for:

LAST NAME	FIRST NAME	MIDDLE INITIAL
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SYSTEMIC EXAMINATION (9)					
	NORMAL	FINDINGS		NORMAL	FINDINGS
1. Skin	YES NO		11. Heart	YES NO	
2. Head, neck, scalp	YES NO		12. Abdomen	YES NO	
3. Eyes - external	YES NO		13. Back	YES NO	
4. Pupils, ophthalmoscopic	YES NO		14. Anus - rectum	YES NO	
5. Ears	YES NO		15. G - U system	YES NO	
6. Nose - sinuses	YES NO		16. Inguinals, genitals	YES NO	
7. Mouth - throat	YES NO		17. Reflexes	YES NO	
8. Neck, L. N. thyroid	YES NO		18. Extremities	YES NO	
9. Chest - breast - axilla	YES NO		19. Dental (teeth)	YES NO	
10. Lungs	YES NO		20. Surgical Operations	YES NO	

AUDIOGRAM		500	1000	2000	4000	6000	8000
Right Ear	Khz						
	JB						
Left Ear	Khz						
	JB						

LUNG FUNCTION TESTS	
FEV 1	
FEV 2	
PEFR	

STANDARD EXAMINATION	
1	Chest X-Ray (14x17) (10)
2	Complete Blood count (13)
3	Routine Urinalysis (11)
4	Routine Fecalysis
5	Blood Typing
6	Dental Check-up
7	Optical Check-up
8	Complete P.E. & History (12) (15) (22)
9	Psychological Examination

ADDITIONAL EXAMINATION					
10	Lipid Profile		13	Others	
	Triglycerides (19)			Fasting Blood Sugar (24)	
	Cholesterol (16)			HIV 1 & HIV 2	
	HDL (17)			Audiometry	
	LDL (18)			Ishihara	
11	Liver Profile		14	Pulmonary Function Test	
	Total Bilirubin			VDRL Screening	
	SGOT			EKG	
	SGPT			Hepa A	
12	GGTP		15	Hepa B Antigen Test	
	Kidney Function Test			Hepa C	
	BUN		15	Stress Test (if applicable)	
	Creatinine			Cardio Profile (if applicable)	
	Total Protein				

It is recommended that the seafarer is given anti-malarial injections and instructions for the taking of appropriate medication throughout the term of the contract.

### Explanatory Notes Page 1 of 2

1. [Each Laboratory](#) has its own normal parameters for each investigation that should be observed when completing the form. Any result outside normal parameters should be considered abnormal and the candidate reported as unfit. The same principle should apply to all investigations conducted using the clinics instruments/equipment. Documented assessment of all instruments/equipment used by a clinic performing pre-employment medicals should be undertaken regularly as required by manufactures and at least annually.
2. [Height](#): If possible record this in metres to two decimal places
3. [Weight](#): If possible record this in kilograms to two decimal places

The height and weight provide a Body Mass Index (BMI) as follows:

$$\text{BMI} = \frac{\text{Weight (Kgs)}}{\text{Height (m}^2\text{)}}$$

Obese Class II	BMI > 30
Obese Class I	BMI 25 – 29.9
Overweight	BMI 23 – 24.9
<b>Healthy</b>	<b>BMI 18.5 – 22.9</b>
Underweight	BMI < 18.5

4. [Body Build](#): Please record whether short stature (SS), medium stature (MS), large stature (LS) and also state if overweight
5. [Chest Inspiration](#): Measure with tape measure the girth of the chest at the level of the nipples for maximum inspiration, and at full expiration, in inches.
6. [Abdominal Girth](#): This should be measured at the level of the umbilicus, in inches.
7. [Colour Vision](#): This should be done using the Ishihara tests for colour deficiency with particular reference to red and green deficiency.
8. [Medical History](#): Explain the medical terminology to the candidate to ensure a true medical history.
9. [Systemic Examination](#): List all surgical operations and any medical admissions to hospital with dates and results of any investigations.
10. [Chest X-ray](#): Please confirm whether the view taken is anterior/posterior or posterior/anterior.
11. [Random Urine samples](#): Two separate urine samples for testing the presence of glucose, the first taken at the start of the examination and the other at the end of the examination.
12. [Smoking](#): Indicate the number of cigarettes smoked per day, or the amount of tobacco smoked per week.
13. [Haematology Blood tests](#): If possible, obtain a platelet count.
14. [Blood Pressure](#): **No higher than 140/90**
15. [Medication](#): All prescribed medication should be recorded.

## Explanatory Notes Page 2 of 2

### Heart Disease and Stroke Risk

16. <a href="#">Total Cholesterol</a> (mg/dL)	<160 <b>160 – 199</b> 200 – 239 240 – 279 >280	Desirable <b>Desirable</b> Borderline high High High
17. <a href="#">HDL Cholesterol</a> (mg/dL)	> 60 50 – 59 <b>40 – 49</b> < 40	
18. <a href="#">LDL</a> (mg/dL)	<b>&lt;100</b> <b>100 – 129</b> 130 – 159 160 – 189 >190	<b>Optimal</b> <b>Near optimal/above optimal</b> Borderline high High Very high
19. <a href="#">Triglycerides</a>	<b>&lt;150</b> 150 – 199 >200	<b>Optimal</b> High Very high
20. <a href="#">Systolic blood pressure</a> (mm/Hg)	<b>&lt;120</b> <b>120 – 129</b> <b>130 – 139</b> 140 – 159 > 160	<b>Normal</b> <b>Normal</b> <b>Normal</b> High Referral required
21. <a href="#">Diastolic blood pressure</a> (mm/Hg)	<b>No greater than 90 mm/Hg</b>	
22. <a href="#">Medication</a>	Has any Hypotensive medication been taken in the last 48 hours?	
23. Risk factors	<u>LDL</u>	<u>Risk of Heart Attack in next 10 years</u>
	190 or > and 0 or 1	Risk Factor: Low
	160 or > and 2 or more	Risk Factors: 10%
	130 or > and 2 or more	Risk Factors: 10% to 20%

### Diabetes

24. [Diabetes](#)  
Any candidate with glycosuria should be investigated with a glucose tolerance test to assess accurately their diabetic status.

If found to be diabetic the type of diabetes must be identified - if the candidate were employed at sea the correct medication to control the diabetes may not be readily available on board ship or ashore.

Insulin dependent diabetes is much more difficult to control on board ship with varying working conditions and – in particular – the heat. For safety reasons – candidates with insulin dependent diabetes should not be employed at sea.

**Note:** The optimum levels are shown in **bold** above. Values above or below optimum levels – and all haematology, biochemistry and serology results that are not within normal parameters - must be investigated before a candidate can be declared fit for work.