



AMERICAN CLUB

**GUIDANCE FOR MEMBERS AND MANNING AGENTS FOR
COMPLIANCE WITH THE AMERICAN CLUB PRE-EMPLOYMENT
MEDICAL EXAMINATION (PEME) PROGRAM**

Second Edition

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INTRODUCTION

Since February 20, 2006, the American Club has instituted a **mandatory** pre-employment medical examination (PEME) program for shipboard crew who originate from Bulgaria, 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 is to provide guidance to Members and manning agents to ensure crew who are to be employed aboard American Club insured vessels comply with the specified 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 to India, Indonesia, Latvia, the Philippines Poland, Romania, Russian Federation and Ukraine. However, this guidance can also be used by shipowners using seafarers from nations not requiring American Club PEMEs and guidance for manning agents in these nations is also provided.

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

The following guidance is structured as follows:

1. requirements of Members for the American Club PEME Program;
2. what Members and 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 Members and manning agents to comply with the American Club PEME program; in the appendix to the attached Annex.

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1. Requirements for the Member 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. Bulgaria;
 2. India;
 3. Indonesia;
 4. Latvia;
 5. the Philippines;
 6. Poland;
 7. Romania;
 8. Russia; and/or
 9. Ukraine.
- 1.2 This applies to **all crew** from the nations specified above in 1.1.1 through 1.1.9 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 in 1.1.1 through 1.1.9, in he 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.
- 1.5 The shipowner must ensure that **all medical examinations**, as specified in the American Club Pre-Employment Medical Examination Form, have been completed and the crew has passed those medical examinations. 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** sixty (60) days prior to employment.
- 1.7 Unless otherwise specified, all PEMEs are valid for 2 calendar years from the date of examination.

2. What Members and Manning Agents Should Do To Assure Compliance

a. American Club Approved Clinics

- 2.1 The manning agent **MUST** ensure that the crew has attended an American Club approved clinic for crew specified in 1.3. **The list on the website is the most up to date and valid list of approved clinics.**

- 2.2 Members and manning agents 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.

b. American Club Pre-Employment Medical Examination Form

- 2.3 The Member and/or manning agents should make every effort to 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 to ensure that the required tests and forms are to be completed by the clinic for this seafarer and to ensure that efficient performance and processing of the seafarer’s PEME.
- 2.4 The manning agent should ensure that the clinic uses the updated *American Club Pre-Employment Medical Examination Form* as found on the Club’s website at www.american-club.com under the heading “Loss Prevention.

c. Ensuring the form is completed and valid

- 2.5 The *American Club Pre-Employment Medical Examination Form* **MUST HAVE** an affixed unique security hologram sticker on the original form to be kept by the Club approved PEME clinic. This unique number is to be recorded on every page and we recommend that Members and manning agent ensure that that number matches that of the security hologram sticker.
- 2.6 Once the crew person(s) 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.
- 2.7 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.

c. Completion of the PEME checklist form

- 2.8 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.
- 2.9 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.



Checklist for Members and 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? Bulgaria, Indonesia, India, Latvia, Philippines, Poland, Romania Russian Federation or Ukraine? [Section 1.1]	<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 of clinics on the American Club 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 2.6]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.2 Has the required current <u>American Club Pre-Employment Medical Examination Form</u> been affixed with a Club security hologram with the number and signature of the attending physician affixed to every page of the PEME form? [Section 2.5]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.3 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
2.4 Has the Member/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 2.6 and 2.7]	<input type="checkbox"/> Yes	<input type="checkbox"/> No