



TECHNICAL CIRCULAR No. 810 of 6th January 2024

To	All Surveyors/Auditors. All flags
Title	MLC Onboard Inspections and Certification
Reference	MLC, Maritime Labour Convention (International Labour Organization) Audit

Onboard Inspections and Certification

MLC Inspections shall be conducted in accordance with these instructions and MLC Audit and Certification, together with any flag administration instructions.

Any corrective action plan (rectification plan) in response to nonconformities should be fully implemented to the satisfaction of the inspector within 3 months or less (if time limit proposed). This could be based on receipt of documentary/photographic evidence, or a follow up visit onboard to confirm effectiveness of the corrective action plan (rectification plan). Closing of “Rectification” should be carried out as follows:

- a. During CAR plan acceptance, the due date of CAR closure (Rectification) should be set to 90 days from the LVD of the audit. The client shall be advised that the documentary/ photographic evidence is required to be submitted to the inspector within 90 days of the audit to confirm effective implementation of the corrective action plan and closure of the CAR.
- b. Once inspector receives documentary/photographic evidence within 90 days and considers that the submitted evidence is adequate to evaluate effective implementation of the corrective action plan, relevant CARs may be closed through a non-attendance work order.
- c. Where the documentary or photographic evidence provided by the client is not adequate to close the CAR, a follow-up visit/ an additional audit should be recommended to the Administration through CONARINA.

During MLC Inspections, inspectors are required to verify the following items:

- a. Employers are required to pay for the medical certificates for seafarers employed by them
- b. Annual leave – in addition to 2.5 days per month of employment, 8 days paid holidays per annum (or pro rata)
- c. Entitlement to repatriation includes place of repatriation

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- d. Contents of SEA – “any other particulars which national law may require”. In line with employment contracts ashore, SEAs must include information on:
 - o Normal hours of work (including arrangements for overtime etc., where applicable)
 - o Information about disciplinary /grievance (complaints) procedure
 - o If applicable, information about occupational pension
- e. Deductions only permitted where specified in legislation
- f. Medical stores
- g. Ship Captain’s Medical Guide [or International Medical Guide for Ships in appropriate language.

REFERENCES:

- CONARINA Instructions

ATTACHMENTS: No

Kindest Regards,
CONARINA Technical Office

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