



**TECHNICAL CIRCULAR No.811 of 7<sup>th</sup> January 2024**

To	All Surveyors/Auditors. All flags
Title	<b>MLC Reporting</b>
Reference	MLC, Maritime Labour Convention (International Labour Organization) Audit

**MLC Reporting**

**Transfer of Certification from Flag Administration to CONARINA**

In the event the Client requests Transfer of Certification from other recognized to CONARINA, the attending Auditor shall contact CONARINA Head Office for additional instructions prior to the audit.

**Reporting**

a. Auditor shall provide the following MLC related information to the Administration through CONARINA.

CONARINA shall be informed of all MLC related deficiencies identified during an inspection. This is to be done when the inspection report is sent to the CONARINA.

CONARINA shall be informed if the intermediate inspection is not carried out within the due dates, or the renewal MLC inspection is not carried out before the expiry of the MLC certificate.

All deficiencies are to be rectified and closed by the due date, which shall not normally exceed 3 months from the date of the inspection. This may not always warrant a re-visit of the company/ship and may be based on receipt of documentary/photographic evidence of rectification. Record of rectification and closure of deficiencies to be maintained.

A copy of the certificate issued or endorsed and the MLC inspection report along with list of deficiencies (if not included in the report) shall be forwarded to CONARINA. An inspection report (in English) shall be left on board with the master on the day of the inspection, and a copy shall be posted on the ship's notice board for the information of the seafarers. A detailed report shall be sent to the CONARINA which includes comments on the areas looked at during the inspection.

b. The administration is to be consulted immediately on identification of any major non-conformity.

**CONARINA Head Office**

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Miami, Fl., 33126  
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c. During the course of an SMC audit if deficiencies are identified with respect to other international conventions (SOLAS, LL, MARPOL, etc.), these shall be identified in the report or reported separately to the Administration.

REFERENCES:

- CONARINA Instructions

ATTACHMENTS: No

Kindest Regards,  
CONARINA Technical Office

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