



Technical Circular

No.: 136/2020/Amended

Date: 03rd December 2020

Subject: DGS M.S. Notice No. 15 of 2020 Reg. - Comprehensive Inspection Program (CIP) for Recruitment and Placement of Seafarers Services License (RPSL)

1. The Directorate General of Shipping, GOI vide Merchant Shipping Notice No. 15 of 2020, dated 20th November, 2020 has advised regarding development and enforcement of a CIP for RPS License holders.
2. The CIP will be conducted once every year and will replace the existing RPS inspection regime followed in India. CIP will be effective from **1st April, 2021**.
3. Salient features of the program are as follows:
 - a. CIP comprises of three parts;
Part A – application for the CIP to be filled online by the RPS Company.
Part B - to be filled and mandatorily assessed by Recognised Organisation.
Part C - detailed inspection to be completed and submitted by Recognised organization online.
Only those RPS companies who qualify Part B will be eligible for CIP in Part C.
 - b. The performance of RPS companies will be graded as per detailed performance criteria (stated in Part C of CIP) developed by the Administration on various parameters.
 - c. The RO conducting the CIP is to be other than those who has conducted last RPS Inspection / CIP.
 - d. Every alternate CIP inspection is to be carried out with the participation of the DGS/ MMD Surveyors / DSEO.
 - e. The CIP of the existing RPS Companies is to be completed **within 6 months period starting from 01st April 2021**.
4. Further guidelines in respect of CIP will be provided by the Administration in due time.
5. All RPS Companies operating in India are advised to be guided by above.



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. While we have taken utmost care to be as factual as possible, readers/ users are advised to verify the exact text and content of the Regulation from the original source/ issuing Authority.

6. **This Technical Circular supersedes and revokes earlier Technical Circular No. 136/2020, dated 25 November 2020.**

Enclosure: DGS M.S.Notice No. 15 of 2020.

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भारत सरकार / GOVERNMENT OF INDIA
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय
MINISTRY OF PORTS, SHIPPING AND WATERWAYS

नौवहन महानिदेशालय, मुंबई
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

File No.: 23-55011/2/2020-CREW - DGS

Dated: 20.11.2020

Merchant Shipping Notice No. 15 of 2020

Subject: Comprehensive Inspection Program (CIP) for Recruitment and Placement of Seafarers Services License (RPSL) – req.

1. In an increasingly competitive scenario of employment of shipboard personnel in global shipping, excellence in maritime education, training and properly recruited is the necessity to maintain the coveted position of India. Consequently, maritime training, shipboard training, recruitment and placement needs to be dynamic and keep pace with technological advances. Therefore, it is imperative to bring in reform in monitoring process of shipboard training, recruitment and placement etc. on a regular basis.
2. On a review of the existing monitoring process, it was felt that the system of inspection of RPSL agencies needs qualitative improvement. Accordingly, the Directorate General of Shipping has developed the Comprehensive Inspection Program (CIP) for RPSL, which shall be conducted once in a year to grade the performance of RPSL in lieu of the existing initial / annual / renewal inspections of RPSL, under Rule 13 of Merchant Shipping (R&PS) Rules, 2016.
3. A Comprehensive Inspection Program (CIP) of Recruitment and Placement of Seafarers License (RPSL) shall be conducted under Rule 13 of Merchant Shipping (R&PS) Rules, 2016 in order to grade the performance of RPSL.
4. The CIP shall be conducted once in a year and shall be in lieu of the existing initial/annual/renewal inspections of RPSL,
5. Following Recognized Organizations (ROs) are in the panel duly authorized by the Directorate to conduct the said RPSL CIP:
 - a. Indian Register of Shipping
 - b. Lloyd's Register group Limited
 - c. Bureau Veritas

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- d. American Bureau of Shipping
- e. Nippon Kaiji Kyokai
- f. Korean Register of Shipping
- g. RINA Services S.P.A
- h. DNV GL AS

6. ROs shall ensure that CIP shall be conducted only by the MLC qualified Inspectors.
7. The fee for conducting CIP shall be payable by the RPS to the respective RO. The fee shall be charged by the ROs depending upon the number of man days taken for conducting CIP. 2% of such fee collected shall be payable to the Govt. and shall be deposited with the jurisdictional Seamen's Employment office.
8. The application for CIP by RPS and submission of CIP report by RO shall be made online.
9. The pro-forma for CIP shall be in three parts;
- (i) Part A being the application for CIP and column 4 & 5 of Part C shall be filled in and submitted by RPS online choosing the desired RO and proposed date of inspection;
 - (ii) Part B is to be mandatorily assessed prior to Part C and shall be filled in by respective RO; Only those RPS who qualify Part B shall be eligible for CIP in Part C;
 - (iii) Part C is the detailed inspection completed and submitted by RO online.
10. The RO conducting the CIP shall be other than those who have conducted initial/ annual/renewal inspection of the RPSL and last annual CIP.
11. The CIP of the existing RPSL shall be completed in six months' time from the issue of this Notice.
12. RPSL shall be given weightage in the check list for their swift completion of CIP.
13. During CIP, observations, if any, on the working of the RPSL shall be highlighted by the RO in Part C in the check list at Sl. No. 6 in the column 'Observations'.
14. Detailed pro-forma for conducting CIP is attached with this notice as **Annexure-I**.
15. The RO while conducting the CIP audit shall follow and comply with the basic auditing principles such as ethical conduct, professionalism, trust, integrity and confidentiality etc.
16. The RO shall strictly comply with all the applicable provisions of the RO Code [(MSC.349(92))] regarding the functional, organizational and control requirements that apply to ROs conducting statutory certification and services performed under mandatory IMO instruments.

17. Every alternate CIP audit shall be mandatorily carried out with the participation of DGS / MMD surveyors/DSEO.

18. This Merchant Shipping Notice shall come into force with effect from 1st of April, 2021.

19. This issues with the approval of the Director General of Shipping & Additional Secretary to the Government of India.

[Subhash Barguzer]
Deputy Director General of Shipping (Crew)

Encl.: As above.

To: all stakeholders through DGS website.

Copy to:

- (1) Computer Cell with the request to place this notice on DGS website.
- (2) DDG e-governance with the request to develop the required e-module well before the effective date of this notice.
- (3) Assistant Director (OL) for Hindi version.

Pro-forma of CIP for RPSL

| Part – A | |
|--|--|
| (Application for CIP to be filled by RPS) | |
| GENERAL PARTICULARS | |
| <i>(To be auto generated from the e-module of RPSL, certain fields which are not auto generated to be filled by RPS)</i> | |
| Name of RO chosen by RPS for conducting CIP. | |
| Proposed date of CIP (DD-MM-YYYY): | |
| 1 | Name of the RPSL holder |
| 2 | RPSL No.: Date of Issue: Valid up-to: |
| 3 | Address with Pin Code Registered office: Operational office: Branch office(if any): |
| 4 | Landline Ph. No / Contact Mobile No Registered office: Operational office: Branch office(if any): |
| 5 | Fax No. (if any) |
| 6 | E-Mail address of RPSL holder |
| 7 | Website (if any) |
| 9 | Company Registration Details: (Certificate of Incorporation) |
| 10 | Company premise details: (owned / leased) Lease deed valid up to: |
| 11 | PAN / TAN details of RPS company PAN No.: TAN No.: |
| 12 | Primary Bank details (Bank Branch/ IFS Code) Bank Name: Branch: IFSC Code: Type of Account: |

| | | |
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| 13 | Details of Head/Top management of RPSL holder | <p>1.</p> <p>Name: Designation: Telephone / Mobile No: E-mail ID: DIN number (in case of company):</p> <p>2.</p> <p>Name: Designation: Telephone / Mobile No: E-mail ID: DIN number: (in case of company):</p> <p>3)</p> <p>Name: Designation: Telephone / Mobile No: E-mail ID: DIN number: (in case of company):</p> <p>4)</p> <p>Name: Designation: Telephone / Mobile No: E-mail ID: DIN number: (in case of company):</p> |
| 14 | Details of Authorized signatory(s) | <p>1)</p> <p>Name: Designation: Telephone / Mobile No.: E-Mail ID:</p> <p>2)</p> <p>Name: Designation: Telephone / Mobile No.: E-Mail ID:</p> <p>3)</p> <p>Name: Designation: Telephone / Mobile No.: E-Mail ID:</p> |
| 15 | Are any of the directors of the RPS company also holding stake/Director's position in any other RPS company/Shipping company/ Maritime Training Institutes? If yes give details | <p>Yes/No</p> <p>Name: Designation: Name of other RPS: Telephone / Mobile No.: E-Mail ID:</p> |

| | | |
|--|---|---|
| 16 | ISO Certification | Certificate No.: Issued by: Issued Date: Valid Up-to: Last Audit Held on: |
| 17 | Details of last RPSL inspection held under R&PS Rules : | Inspection Date: Inspection done by: |
| 18 | Years of experience in Recruitment of Seafarers: | |
| PART – B (To be filled by RO) | | |
| 1 | Date of conducting CIP (DD-MM-YYYY) | |
| 2 | Has the online profile in DGS e-gov system of the RPS been completely filled in, updated and all the required documents uploaded. | : Yes/No |
| 3 | Total number of Seafarers employed presently: Whether number of seafarers employed exceed corresponding to the bank guarantee deposited. | : Yes/No |
| System generated utility to view the details by RO | | |
| 4 | View sea service details of seafarer for the last one year. Whether any seafarer is serving on board for more than twelve months and not signed off. | : Yes/No |
| 5 | View seafarer grievance list. a. Whether any grievance of seafarer is pending & unattended for more than two weeks. b. Whether any grievance of seafarer is pending & unsettled for more than two months: | : Yes /No : Yes/No |
| 6 | View death/missing cases of seafarers. a. Whether any case is pending & unattended for more than two weeks: | : Yes /No : Yes/No |

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| | b. Whether any case of compensation is pending & unsettled for more than twelve months. | |
| 7 | View abandonment cases a. (a) Whether any case is pending & unattended for more than two weeks: b. (b) Whether any case of outstanding wages, replacement of seafarer, repatriation is pending & unsettled for more than two months: | : Yes /No : Yes/No |
| 8 | View non-payment of wages cases a. Whether any case is pending & unattended for more than two weeks. (b) Whether any case of outstanding wages is pending & unsettled for more than two months: | : Yes /No : Yes/No |
| 9 | View show-cause-notice issued to RPSL | |
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Note: The RPS, whose assessment against serial number 2 is "No" and against any of the serial number between 3 to 8 of Part-B is "Yes", shall not qualify for Part-C of the CIP.

| <p align="center">Part C</p> <p align="center">(To be completed by RO)</p> | | | | | | | |
|--|-----------------------------------|--|------------------------------|-----------------------|------------------------------|--------------|--------------------|
| <p align="center">INFRASTRUCTURE SET-UP, MAINTENANCE & PERFORMANCE</p> <p align="center">(Maximum Credit Points: 5500)</p> <p align="center">[Note: Columns 4 & 5 are to be completed by the RPS company applying for CIP and columns 6 & 7 are to be completed by RO conducting the CIP]</p> | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Sr. No | Head | Details | Credit Points claimed by RPS | RPSL holder's Remarks | Assigned Credit Points by RO | RO's Remarks | Base Credit Points |
| 1 | Premises maintenance and Ambience | | | | | | 180 |
| 1.1 | Statutory clearances | 1. Commercial operations license =25 2. Local body taxes & dues =25 | | | | | 50 |
| 1.2 | Premises (Owned / Leased) | 1. If Owned & registered, 40 points 2. If rented/ leased for 3 years or more with regd. deed, 30 points and 3. If rented/ leased for less than 3 years with regd. deed, 20 points. 4. If rented/ leased without registered deed, 10 points. | | | | | 40 |
| 1.3 | Office space Centralized | 1. In case of operations dedicated for RPS activities = 15 points 2. Split Office: 10 points. | | | | | 15 |
| 1.4 | Location/ accessibility | Approach to Location (<i>Ease of Access</i>) | | | | | 10 |
| 1.5 | Cleanliness & Hygiene | | | | | | 10 |
| 1.6 | Office premises | Sufficient area for all activities of RPS including staff | | | | | 15 |
| 1.7 | Construction Quality | Concrete structure. | | | | | 10 |
| 1.8 | Lighting & noise | Adequate Lights/ No Noise interference | | | | | 10 |

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| 1.9 | Ambience/ Temperature Control. | AC /temperature control = 10 points Air cooler/Fans = 05 points | | | | | | 10 |
| 1.10 | Additional facilities | Internet / Wi-Fi/Skype enabled/ video conferencing facility | | | | | | 10 |
| 2 | Administrative facilities | General maintenance and other facilities | | | | | | 45 |
| 2.1 | Reception & Administrative area | Administrative area dedicated | | | | | | 5 |
| 2.2 | Visitor's Lounge | Waiting/ Seating area (Size of the seating area will depend on the visiting number of seafarers.) | | | | | | 10 |
| 2.3 | Briefing/debriefing room | | | | | | | 10 |
| 2.4 | Office Utility | Photocopying, Printing, data storage and sharing, data backup | | | | | | 10 |
| 2.5 | CCTV monitoring | CCTV monitoring | | | | | | 10 |
| 3 | General Amenities | (Purified Water & Emergency Power, Medical facilities, communication) | | | | | | 120 |
| 3.1 | First Aid & Access to Medical Facilities ready availability | Up-to-date First Aid Kit = 05 points Proximity to DGS approved medical center = 05 points. | | | | | | 10 |
| 3.2 | Purified Drinking Water | Availability of drinking water dispensers in proportion to the strength of the office. No Plastic Bottles. | | | | | | 20 |
| 3.3 | Back-up power generator / UPS/ Inverter | Depending on the frequency of power shortage in that area | | | | | | 10 |
| 3.4 | Fire Extinguisher (Ready - to - use) & Fire detection Alarms / Fire Exits / Safety Signage | 1. Signage and emergency procedures = 10 points. 2. Safety briefing = 10 points. | | | | | | 20 |
| 3.5 | Feedback and suggestion Registers / Facility | 1. Online / digitized feedback system = 15 points 2. Paper based feedback system = 05 points 3. Analysis of feedback and action taken = 20 points | | | | | | 35 |
| 3.6 | Washroom Facilities | Directors staff= 10 points. If sharing with Other companies / establishments in the Building=5 points Separate for Ladies / Gents = 10 points | | | | | | 20 |
| 3.7 | Environmental Friendliness | Energy Saving Options / Garbage Segregations Green initiatives / LED lights/solar energy. | | | | | | 5 |
| 4.0 | RPSL's Performance | | | | | | | 5155 |
| 4.1 | Maintenance of up-to-date record of all seafarers recruited or placed through RPS. | (Bio-data, Interview, appointment letter, travel documents, qualification documents, medical reports). In electronic form with password protection = 40 points | | | | | | 40 |

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| | | Only Paper-based (<i>Bio-data, Interview, appointment letter, travel documents, qualification documents, medical reports</i>) records maintained = 15 points E register for all visitors= 10 points Only paper register for all visitors= 5 points | | | | | |
| 4.2 | Timely submission of sign-on sign off data online. [Whether data of sign on/off of seafarers uploaded in the DGS E-gov system matches with the seafarers sign on/off records to be checked] | | | | | | 100 |
| 4.3 | Management and staff are adequately trained and have relevant knowledge of the maritime industry to the extent of the duties assigned to them in this context. [Responsibility, authority and inter-relation of all the personnel working with RPS who manage, perform and verify the work as defined. | Permanent staff = 10 points Staff include Master/CE = 10 points | | | | | 20 |
| 4.4 | Are the seafarers employment agreements governed by recognized CBA or SEA (provided the SEA is MLC compliant and also meets the wages/death & disability compensation norms as per applicable national law of the flag & included in the terms & conditions of employment?) | If Yes = 50 points If No = 0 point | | | | | 50 |
| 4.4.1 | Whether the agreement between ship-owner and RPSL or principal employer & RPSL is having proper contents with regard to full particulars of the ship-owner/employer including contact details and proper address and are verifiable at any given point of time? [Any manning agreement in which the details of shipowner/employer mentioning only P.O. Box and without proper address, website and e-mail need be checked] | 25 points | | | | | 25 |
| 4.4.2 | Whether the seafarers' employment agreement made with a seafarer is covering the service terms & conditions strictly as per the CBA/SEA (provided the SEA is MLC compliant and also meets the wages/death & disability compensation norms as per applicable national law of the flag & included in the terms & conditions | If yes =50 points Otherwise 0 point | | | | | 50 |

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| | of employment) concerned and the agreement between concerned shipowner and RPSL? [Any non-conformity between the SEA in practice and the applicable CBA need be checked and shall be highlighted in the Sl. No. 6 in the column "observation"] | | | | | | |
| 4.4.3 | Whether the signatory who is signing the SEA with the seafarer is one of the authorized signatory of the RPSL and his/her details are available in the e-profile of DGS E-gov system? | 25 points | | | | | 25 |
| 4.5 | Are original Seafarer Employment Agreement of all seafarers recruited by the RPS company available? | If Yes = 50 points If No = 0 point | | | | | 50 |
| 4.6 | Seafarer Employment Agreement (SEA) | Signed with the owner/employer by RPS in respect of all the ships managed by RPS is uploaded in the profile = 100 points If not = 0 points | | | | | 100 |
| 4.7 | Is the SEA (s) containing the Terms and Conditions of Employment incorporating the requirement of MLC, 2006? (MLC Standard A2.1(4) a-k) | If Yes = 300 points If No = 0 point | | | | | 300 |
| 4.8 | Availability of evidence of informing seafarers recruited by RPS of their rights & duties. | | | | | | 200 |
| 4.9 | Availability of evidence of proper arrangements made for the seafarers to examine their employment agreement before and after they are engaged on ship. | | | | | | 30 |
| 4.10 | Procedure to examine promptly & adequately and respond to any complaint concerning its activities and inform the Director – General about any unresolved complaint [Test check from the live data] | Web-based complaint system = 50 points Paper based complaint system = 10 points (Complaint Register, log-book entries, list of grievances from DGS/DSEO/SM offices) Prompt resolution of complaint = 50 points | | | | | 100 |
| 4.11 | Evidence of ensuring that the ship owner has the means to protect such seafarers from being stranded / abandoned in a port, provisions for the repatriation of a stranded / abandoned seafarer along with his maintenance and required emergency medical assistance prior to repatriation and the transportation of the mortal remains of a seafarer in the event of his death | 1. Foreign flag ships (MLC ratified countries) with valid Bank Guarantee, Financial Security for Repatriation & Shipowner's Liabilities = 100 points. 2. Foreign flag ships (Non-MLC ratified countries) with valid financial security = 25 points | | | | | 100 |

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| 4.12 | Procedure or policy to ensure that no means or mechanism or lists are used to prevent or deter seafarers from gaining an employment for which they are qualified | No black-list of seafarers is maintained. | | | | | 10 |
| 4.13 | Documented procedure for informing the next of kin of the seafarer within 48 hrs. of any incident of injury/ death occurred to the seafarer. [Test check from the data] | <ol style="list-style-type: none"> 1. In case all the incident of injury / death occurred were informed to, next of kin of the seafarer within 48 hrs. = 50 points. 2. In case of incident of injury / death occurred and the next of kin of the seafarer is not informed within 48 hrs. = 0 points | | | | | 50 |
| 4.14 | Is a copy of RPSL license granted under these rules prominently displayed at the premises of the RPS at a place accessible to public. Availability of Documented policy stating that no fees or other charges is borne directly or indirectly, in whole or in part, by the seafarers, other than the cost to the seafarers in obtaining medical certificates, seafarers' book, a passport or other similar travel documents and the seafarers are not asked to pay any fees or other charges for obtaining any employment, including on-board ship training | <ol style="list-style-type: none"> 1. Original RPSL license sighted. Documented policy available and clearly displayed in reception area = 10 points 2. Otherwise = 0 point 3. Implementation of documented policy with the seafarers=40 | | | | | 50 |
| 4.15 | Availability of documented policy stating that any incident or casualty on-board causing injury (excluding minor injuries) or death disappearance, loss overboard or homicide by or of an Indian national, is reported to Director General(Form-II) at the earliest not later than 48 hrs. | Documented policy available and reported (if any) to DG within 48 hrs. = 40 points Otherwise = 0 point | | | | | 40 |
| 4.16 | Availability of documented policy to maintain, with due regard to the right to privacy and need to protect confidentiality, full and complete records/data of the seafarers covered by their system. (Including the collection, storage, combination and communication of such data to third parties) | If Documented Policy is available = 10 points Otherwise – 0 point | | | | | 10 |
| 4.17 | RPS maintain up-to-date list of ships, owned by the ship owners for which RPS provides seafarers and ensure there are reasonable means by which | If up-to-date list is available & the ship can be contacted in emergency at all hours(verified by random checking) | | | | | 140 |

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| | <p>the ships can be contacted in emergency at all hours. [Test check from RPSL system] [Data will be generated by DGS E-gov system for RPS & field visit] [Is the RPS maintaining up-to date list of ships of shipowners for which the RPS provide placement to seafarers & that matches with the data of ships submitted in the online e-profile of RPS in DGS system]</p> | <p>What was the quality and performance of that ship? [Age of ship, area of operation, performance under various MoUs. (e.g. Tokyo or Paris MoU) whether in White/Gray/Black list w.r.t. those MoUs. record of compliance with MLC and other insurance certificates [maximum 140 points]</p> | | | | | |
| 4.18 | <p>Documented policy /procedure in place to prevent the opportunities for exploitation of seafarers arising from the issue of joining advances or any other financial transaction between ship owner and seafarer handled by RPS and also state that the seafarers will not be subjected to exploitation by their personnel with regard to offer of engagement on particular ships or by particular companies</p> | <p>1. If documented policy is in place = 10 points 2. If documented procedure in place and evidence of compliance verified= 20 points 3. Otherwise = 0 point</p> | | | | | 30 |
| 4.19 | <p>Documented policy /procedure in place to ensure that the seafarers are informed of any particular condition applicable to the jobs for which they are to be engaged and of the particular ship owner's policies relating to their employment.</p> | <p>1. If documented policy is in place = 10 points 2. If documented procedure in place and evidence of compliance verified= 20 points 3. Otherwise = 0 point</p> | | | | | 30 |
| 4.20 | <p>Documented policy in place to ensure that the procedures followed while dealing with cases of incompetence or indiscipline are consistent with the principles of natural justice, the law of the land and practice and with CBA/SEA (provided the SEA is MLC compliant and also meets the wages/death & disability compensation norms as per applicable national law of the flag & included in the terms & conditions of employment)</p> | <p>If documented policy / procedure is in place = 10 points Otherwise = 0 point</p> | | | | | 10 |
| 4.21 | <p>Documented policy /procedure in place to ensure that all mandatory certificates and documents submitted by the seafarer for employment are up-to-date and have not been fraudulently obtained and employment references are verified</p> | <p>1. If documented policy is in place = 15 points 2. If documented procedure in place and evidence of compliance verified= 25 points 3. Otherwise = 0 point</p> | | | | | 40 |

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| 4.22 | If it is found that the seafarer has obtained certificates and documents by fraudulent means or suspect the certificates and documents submitted are fraudulent, the RPS company will inform the relevant administration. | <ol style="list-style-type: none"> 1. If Documented policy is in place = 10 points 2. If documented procedure in place and evidence of compliance verified= 20 points 3. Otherwise = 0 point | | | | | 30 |
| 4.23 | Documented policy /procedure in place to ensure that requests for information or advice by families of seafarers while seafarers are at sea are dealt with promptly & sympathetically and at no cost to seafarer | <ol style="list-style-type: none"> 1. If Documented policy is in place = 10 points 2. If documented procedure in place and evidence of compliance verified= 20 points 3. Otherwise = 0 point | | | | | 30 |
| 4.24 | Documented policy /procedure in place to verify that the labour conditions on ships where seafarers are placed are in conformity with applicable CBA or SEA(provided the SEA is MLC compliant and also meets the wages/death & disability compensation norms as per applicable national law of the flag & included in the terms & conditions of employment) concluded between ship owner and seafarer's representative organization | <ol style="list-style-type: none"> 1. Recognized CBA signed by the ship owner in place = 20 points 2. Recognized CBA not signed by the ship owner but followed=10 points 3. SEA signed between shipowner/employer and RPS in place =20 points 4. Otherwise = 0 point | | | | | 100 |
| 4.25 | RPS have a documented policy and procedure in place to ensure that death compensation or disability compensation are paid by ship owner without undue delay | <ol style="list-style-type: none"> 1. If documented policy is available & no death or disability occurred = 200 points. 2. If death or disability occurred and compensation settled within 6-9 months = 200 points 3. If death or disability occurred and initiation for completion of flag state/port state/ P&I investigation reports & settlement of compensation in progress within 6 months = 100 point 4. If death or disability occurred and initiation for completion of flag state/port state/ P&I investigation reports & settlement of compensation in progress and some interim compensation paid within 6 months = 50 point 5. If death or disability occurred and completion of flag state/port state/ P&I investigation reports & settlement of compensation not carried out within 6 months = 0 point. | | | | | 200 |

| | | (System generated list of such cases to be checked.) | | | | | |
|------|--|---|--|--|--|--|-----|
| 4.27 | The perseverance of RPSL/Shipowner on such death/injury/missing cases of seafarers | <p>1. What was the nature of casualty? No. of similar incident occurred in the past 5 years, if so what corrective measures were taken by the owner for or non-occurrence of such cases.</p> <p>2. Cause of casualty.</p> <p>No. of similar incidents occurred in the past on the particular ship or with the particular shipowner.</p> <p>3. Details of Master of that ship. How many such cases occurred during his command previously?</p> <p>4. What was the quality of that ship?</p> <p>[Age of ship, category of ship whether in White/Gray/Black list w.r.t. Tokyo or Paris MoU]</p> <p>5. The response of shipowner to that casualty, completion of investigations, proper information to family/ NoK, settlement of wages & compensation.</p> <p>6. The response of RPSL to that casualty, completion of investigation, information to family/ NoK, settlement of wages & compensation.</p> <p>[maximum 75 Points on each item may be given however details /specific observation on each points to be given in observation column at serial number 6]</p> | | | | | 450 |
| 4.28 | RPS mention number and the validity of the license in all of their advertisements published and the license number is mentioned in all its communications. | If followed = 10 points If not followed = 0 point | | | | | 10 |
| 4.29 | Has the RPS service provider made a welfare fund contribution towards Seafarers Welfare Fund Society (SWFS), Mumbai on quarterly basis? | Welfare fund contribution made to SWFS promptly and up-to-date (To be verified with Form-I/AoA and remittance of funds) | | | | | 20 |

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|------|---|--|--|--|--|--|-----|
| 4.30 | Documented procedures to ensure that a seafarer with whom an employment contract is entered into is placed on board the ship. | Documented procedures available and evidence of placement of seafarer on board the ship is available | | | | | 20 |
| 4.31 | Is there a grievance redressal mechanism available to enable complaints to be made by seafarers against the RPS or against the shipowner? | <ol style="list-style-type: none"> 1. Procedure for grievance redressal mechanism = 10 points 2. Action taken for redressal of grievances = 15 points 3. Settlement of grievances within 100 days = 50 <p>(If there are more than 1 case points to be given on pro rata basis)</p> | | | | | 75 |
| 4.32 | The perseverance of RPSL/Shipowner in handling the grievance of seafarers. [Is the management system put in place by the RPS to check every month the regular payment of wages, updation of insurance, regular repatriation, & access to family etc] | <ol style="list-style-type: none"> 1. How the grievances [Unpaid wages, sign off overdue, repatriation, harassment, medical treatment etc.] were handled/resolved? 2. No. of similar incident occurred in the past 5 years, if so what corrective measures were taken by shipowner/RPSL non-occurrence of such cases. 3. Cause of grievance. No. of similar incidents occurred in the past on the particular ship or with the particular shipowner and how these were handled. 4. Details of Master of that ship. How many such cases occurred during his command previously? And how were they handled. 5. What was the quality and performance of that ship. <p>[Age of ship, area of operation, performance under various MoUs. (e.g. Tokyo or Paris MoU) whether in White/Gray/Black list w.r.t. those MoUs. record of compliance with MLC and other insurance certificates]</p> <ol style="list-style-type: none"> 6. What was the response of shipowner for resolving the grievance. completion of investigations, proper information to family/ NoK, settlement of grievance. | | | | | 700 |

| | | | | | | | |
|------|--|---|--|--|--|--|-----|
| | | <p>7. The response of RPSL to that grievance. What actions were taken by RPSL. [Details of actions taken with owner/flag state/other authorities and seafarer or his family etc.]</p> <p>[Maximum 100 Points on each item may be given, however details/specific observation on each points to be given in observation column at serial number 6]</p> | | | | | |
| 4.33 | Details of seafarers usually recruited by the RPSL | <p>1. What kind of seafarers are recruited by the RPSL [What is general qualification of seafarers employed. What are the courses completed by them.</p> <p>2. Whether the seafarers are pre-sea trained. Details of such MTI. what is DGS grading of that MTI]</p> <p>3. With reference to terms of employment whether the CBA applicable is internationally recognized, what is the wage level: higher, equal or lower to what is applicable on Indian flag ships.</p> <p>4. Whether there is consistency in the wages given to all similarly placed seafarers in a particular ship/shipowner. [duly entered SEA/ account of wages of seafarers to be referred]</p> <p>5. Employment given to women seafarers.</p> <p>[maximum 50 Points on each item may be given however details /specific observation on each points to be given in observation column at serial number 6]</p> | | | | | 250 |
| 4.34 | Is record maintained related to charges for travel documents, medical examinations and other charges collected from seafarers? | Record maintained | | | | | 10 |

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|------|--|--|--|--|--|--|--|-----|
| 4.35 | Agreement/ MOUs / Contracts between RPS and the employer or the ship owner available in RPS office | To be verified with the e-module and communication records with the ship-owner(s). | | | | | | 40 |
| 4.36 | Records, as applicable, related to recruitment maintained for a minimum retention period of 5 years: | (Copies of all advertisement issued, interview call letters, correspondence with applicants, copies of appointment letters.) | | | | | | 20 |
| 4.37 | Does the RPS ensure that all ships on which seafarers are recruited and placed are covered by the P & I insurance for the seafarers. | <ol style="list-style-type: none"> 1. All ships covered by P & I insurance = 50 points 2. All ships covered by P & I insurance(International Group) = 25 points (Additional) | | | | | | 75 |
| 4.38 | Record of wages paid to seafarers employed by the RPS company maintained | Records maintained | | | | | | 65 |
| 4.39 | Is the electronic system data safe-guarded by Cyber Security Policy. | | | | | | | 10 |
| 4.40 | Total number of seafarers employed. (To be rated based on the completion of sea service and repatriation as per contract. | | | | | | | 100 |
| 4.41 | Total number of women seafarers employed. (To be rated based on the completion of sea service and repatriation as per contract, no. of grievances) | | | | | | | 50 |
| 4.42 | Total number of months' trainees put onboard for onboard ship training. (To be rated based on the number of months shipboard training provided) | | | | | | | 50 |
| 4.43 | Total number of months women trainees put on board for onboard ship training. (To be rated based on the number of months shipboard training provided) | | | | | | | 50 |
| 4.44 | Total number of ships under contract. (To be rated based on the age profile of the ships) | | | | | | | 50 |
| | Percentage of ships < 10 years age | | | | | | | |
| | Percentage of ships between 10 to < 20 years | | | | | | | |
| | Percentage of ships 20 years & above | | | | | | | |
| 4.45 | Total number of ships of different flags | | | | | | | 500 |

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|------|---|---|--|--|--|--|-------------|
| | Percentage of ships under white list of Tokyo or Paris MoU | 70 marks if no ship under this list, 0 marks if otherwise | | | | | |
| | Percentage of ships under grey list of Tokyo or Paris MoU | 70 marks if no ship under this list, 0 marks if otherwise | | | | | |
| | Percentage of ships under black list of Tokyo or Paris MoU | 100 marks if no ship under this list, 0 marks if otherwise | | | | | |
| | Any ships having sanctions by the UN or other countries | 130 marks if no ship having such sanctions, 0 marks if otherwise | | | | | |
| | Number of incidents involving the seafarers employed by the RPS | 130 marks if no such incident, 0 marks if otherwise | | | | | |
| 4.46 | Number of show cause notices issued to the RPS by DGS or its subordinate offices | If no show cause notice 250 marks 0 marks if otherwise | | | | | 250 |
| 4.47 | Number of cases in which adverse findings have been noted against the RPS by DGS or its subordinate offices | If no adverse findings 250 marks 0 marks if otherwise | | | | | 250 |
| 4.48 | Efficiency of RPSL for swift offering for conducting of CIP After issuance of this notice. | <ol style="list-style-type: none"> 1. Offering within one month = 150 points 2. Offering within two months = 120 points 3. Offering within three months = 90 points 4. Offering within four months = 60 points 5. Offering within five months = 30 points 6. Offering within six months = 10 points | | | | | 150 |
| 4.49 | Total Points | | | | | | 5500 |
| 4.50 | Total Percentage Credits | | | | | | |
| 4.51 | Grade | 90% and above - A 80% to < 90% - B 70% to < 80% - C < 70% - D | | | | | |
| 5 | Date of next CIP due: | | | | | | |
| 6 | Observations | | | | | | |