



भारत सरकार / GOVERNMENT OF INDIA  
पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय, मुंबई  
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

फा.सं.सीआर-18/विविध(18)/2019

दिनांक : 14.10.2019

क्रू अनुभाग का परिपत्र संख्या 09/2019

विषय : समुद्रकर्मियों की भर्ती और नियोजन सेवाओं हेतु लाइसेंस (आरपीएसएल) के लिए व्यापक निरीक्षण कार्यक्रम किए जाने के तौर-तरीकों का प्रारूप – संबंधी ।

1. आरपीएसएल के कामकाज को ग्रेड देने के लिए समुद्रकर्मियों की भर्ती और नियोजन सेवाओं हेतु लाइसेंस के व्यापक निरीक्षण कार्यक्रम (सीआईपी) को किए जाने का प्रस्ताव है । सीआईपी वर्ष में एक बार की जाएगी और यह आरपीएसएल के आमतौर पर किए जाने वाले आरंभिक / वार्षिक / नवीकरण निरीक्षणों से अलग होगा ।
2. निम्नोक्त मान्यता प्राप्त संगठन (आरओ) सीआईपी कर सकेंगे :
  - (ए) इंडियन रजिस्टर ऑफ शिपिंग
  - (बी) लॉयड्स रजिस्टर ऑफ ग्रुप लिमिटेड
  - (सी) ब्यूरो वेरीटस
  - (डी) अमेरिकन ब्यूरो ऑफ शिपिंग
  - (ई) निप्पॉन कैजी कियोकाय
  - (एफ) कोरियन रजिस्टर ऑफ शिपिंग
  - (जी) रीना सर्विसेज़ एसपीए
  - (एच) डीएनवी जीएल एएस
3. आरओ यह सुनिश्चित करेंगे कि सीआईपी मात्र एमएलसी योग्यता प्राप्त निरीक्षकों द्वारा ही किया जाए ।
4. सीआईपी किए जाने के लिए शुल्क का भुगतान संबंधित आरओ को आरपीएस द्वारा किए जाने योग्य होगा । आरओ द्वारा लिया जाने वाला शुल्क आरपीएसएल द्वारा नियोजित समुद्रकर्मियों की संख्या और सीआईपी आयोजित किए जाने हेतु कार्य दिवसों की संख्या पर आधारित होगा । इस तरह से लिए गए शुल्क का 15% सरकार को भुगतान योग्य होगा तथा इसे संबंधित अधिकार क्षेत्र के नाविक रोजगार कार्यालय में जमा करवा दिया जाएगा।
5. सीआईपी का प्रोफार्मा और उसकी रिपोर्ट ऑनलाइन प्रस्तुत की जाएगी ।
6. आरपीएसएल का आरंभिक / वार्षिक / नवीकरण निरीक्षण जिस आरओ ने किया होगा सीआईपी करने वाला आरओ उससे भिन्न होगा ।

--2

7. विद्यमान आरपीएसएल की सीआईपी इस परिपत्र के जारी होने से छह मास में पूरा कर लिया जाएगा।
8. सीआईपी को तेजी से पूरा किए जाने के लिए जांच सूची से आरपीएसएल को बेटेज़ दिया जाएगा।
9. आरपीएसएल स्वयं सीआईपी का प्रस्ताव रखेगा और प्रयोजनार्थ उक्त सूची में आरओ को चुनेगा।
10. सीआईपी के दौरान आरपीएसएल की कार्य प्रणाली पर यदि कोई बात सामने आती है तो उसे आरओ द्वारा देखी गई बातों वाले स्तंभ के अंतर्गत जांच सूची में हाईलाइट किया जाएगा।
11. सीआईपी के दौरान निम्नलिखित मुद्दों को भी जांचा जाए तथा यदि कोई बात नजर आए तो देखी गई बातों वाले स्तंभ के अंतर्गत जांच सूची में हाईलाइट किया जाए :

- (ए) कोई भी मैनिंग समझौता, यदि पोत-स्वामियों / प्रबंधन के विवरणों की बजाय मात्र पीओ बॉक्स आदि लिखा हो, उचित पता, वैबसाइट और ई-मेल न हो।
- (बी) प्रयोजनीय कलेक्टिव बारगेनिंग एग्रीमेंट (सीबीए) के साथ चल रहे सीफेयरर्स एग्रीमेंट (एसईए) के बीच कोई अंतर / अंतराल / विसंगति।
- (सी) पोत स्वामी कंपनी / डीओसी धारक का आईएमओ नंबर (जिससे प्रपत्र VII पर हस्ताक्षर करवाए गए हैं) का सत्यापन तथा निष्कर्ष का विशेष उल्लेख किया जाए।
- (डी) जलयान की आयु, प्रचालन का क्षेत्र, विभिन्न पारस्परिक समझौता ज्ञापनों के अंतर्गत निष्पादन, एमएलसी के अनुपालन का अभिलेख तथा अन्य बीमा प्रमाणपत्रों आदि सहित जलयान की गुणवत्ता का मूल्यांकन किया जाए ताकि आरपीएस के अंतर्गत बेड़े की गुणवत्ता का पता लगाया जा सके।
- (ई) नियोजित समुद्रकर्मियों की गुणवत्ता को जानने के लिए महिला समुद्रकर्मियों को दी गई नौकरी से इसे जांचा जाए।
- (एफ) आरपीएसएल द्वारा नियोजित समुद्रकर्मियों की गुणवत्ता का मूल्यांकन करने के लिए आमतौर पर नियोजित किए जाने वाले समुद्रकर्मियों की सामान्य योग्यता, उनके द्वारा पूरे किए गए पाठ्यक्रमों मजदूरी के स्तर आदि का विश्लेषण किया जाना चाहिए।
- (जी) इस बात को सुनिश्चित करने का प्रमाण हो कि पोत स्वामी के पास इतने साधन हैं कि वह इन समुद्रकर्मियों को पत्तन में फंसने / कहीं छूट जाने की दशा में इनकी रक्षा कर सकता है, फंसे हुए / छूट गए समुद्रकर्मियों को वापस लाने के लिए प्रावधान साथ ही उसे वापस लाए जाने से पहले तक का उसका खर्च और आवश्यक आपातकालिक चिकित्सा सहायता प्रदान करने के साधन हैं तथा मृत्यु होने की दशा में समुद्रकर्मियों के प्राप्त शव को वापस लाए जाने के प्रावधान हैं।



- (एच) पोत स्वामियों के स्वामित्व वाले उन पोतों की अद्यतन सूची आरपीएस के पास होगी जिन्हें आरपीएस समुद्रकर्मि उपलब्ध करवाता है तथा यह सुनिश्चित करेगा कि उसके पास ऐसे उपयुक्त साधन हैं जिनसे वह किसी भी समय आपात स्थिति में पोतों से संपर्क कर सकता है।
- (आई) समुद्रकर्मियों की मृत्यु / चोट लगने / गुम हो जाने के मामलों का समाधान करने में आरपीएसएल / पोत स्वामी का अंत तक दृढ़तापूर्वक टिके रहना।
- (जे) समुद्रकर्मियों की शिकायतों का समाधान करने में आरपीएसएल / पोत स्वामी का दृढ़तापूर्वक टिके रहना।
- (के) आरपीएसएल की गुणवत्ता का मूल्यांकन करने के लिए आरपीएसएल द्वारा नियोजित समुद्रकर्मियों के प्रकार, मजदूरी के स्तर, एक ही तरह से नियोजित समस्त समुद्रकर्मियों की मजदूरी की स्तर में एकरूपता को विश्लेषित किया जाना चाहिए।
- (एल) आरपीएस द्वारा नियत की गई प्रबंधन प्रणाली हर माह वेतन के नियमित भुगतान, बीमे अद्यतनीकरण, नियमित रूप से घर वापस लौट कर आना और परिवार आदि से मिलने सहित उनके कल्याण को जांचेगी।
- (एम) त्याग दिए जाने, मजदूरी का भुगतान न किए जाने, विवादों आदि के मामलों को निपटाने के लिए एसओपी।
- (एन) नौमनि की ई-माइग्रेंट प्रणाली पर अपलोड किए गए डाटा की लेखा परीक्षा के लिए प्रबंधन प्रणाली और पोत पर चढ़ने तथा उतरने संबंधी डाटा का मिलान करना।

12. इस परिपत्र के अनुलग्नक -1 के रूप में सीआईपी किए जाने हेतु जांच सूची का प्रारूप संलग्न है। इस संबंध में यदि आपको कुछ कहना हो तो आप 15 दिन के भीतर निम्नोक्त ई-मेल पर हमें लिख भेजें :

1. [barguzer-dgs@gov.in](mailto:barguzer-dgs@gov.in)

2. [crews-dgs@nic.in](mailto:crews-dgs@nic.in)

13. इसे नौवहन महानिदेशक एवं अपर सचिव, भारत सरकार के अनुमोदन से जारी किया जाता है।



(सुभाष बरगूजर)

उप नौवहन महानिदेशक (कू)

संलग्न : यथोक्त

प्रतिलिपि :

उप नौवहन महानिदेशक / सहायक नौवहन महानिदेशक, ई-गवर्नेंस से इस अनुरोध के साथ कि वे इसे नौवहन महानिदेशालय की वेबसाइट पर दर्शाएं।





भारत सरकार / GOVERNMENT OF INDIA  
पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय, मुंबई  
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

F.No. CR-18/Misc (18)/2019

Date: 14.10.2019

Crew Branch Circular No. 09 of 2019

Subject: Draft modalities for carrying out Comprehensive Inspection Program (CIP) for Recruitment and Placement of Seafarers Services License (RPSL) – reg.

1. It is proposed to conduct a Comprehensive Inspection Program (CIP) of Recruitment and Placement of Seafarers License (RPSL) in order to grade the performance of RPSL. The CIP shall be conducted once in a year and shall be independent of the usual initial/annual/renewal inspections of RPSL.
2. Following Recognized Organisations (ROs) can conduct CIP:
  - (a) Indian Register of Shipping
  - (b) Lloyd's Register group Limited
  - (c) Bureau Veritas
  - (d) American Bureau of Shipping
  - (e) Nippon Kaiji Kyokai
  - (f) Korean Register of Shipping
  - (g) RINA Services S.P.A
  - (h) DNV GL AS
3. ROs shall ensure that CIP is conducted only by the MLC qualified Inspectors.
4. The fee for conducting CIP shall be payable by the RPS to the respective RO. The fee shall be charged by the ROs depending on the size of seafarers employed by the RPSL and man days for conducting CIP. 15% of such fee collected shall be payable to the Govt. and shall be deposited with the jurisdictional Seamen's Employment office.
5. The CIP pro-forma and submission of report thereon shall be made online.
6. The RO conducting the CIP shall be other than those who have conducted initial/annual/renewal inspection of the RPSL.
7. The CIP of the existing RPSL shall be completed in six months' time from the issue of this Circular.
8. RPSL shall be given weightage in the check list for their swift completion of CIP.
9. The RPSL shall offer itself for CIP and choose an RO from the said list for the purpose.



10. During CIP, observations, if any, on the working of the RPSL shall be highlighted by the RO in the check list in the column 'Observations'.
11. Following issues may also be checked during CIP and observations, if any, shall be highlighted in the check list in the column 'Observations':
- (a) Any manning agreement in which the details of ship-owners/management mentioning only P.O Box etc., without proper address, website and email.
  - (b) Any difference/gap/non-conformity between Seafarers Employment Agreement (SEA) in practice with the applicable Collective Bargaining Agreement (CBA).
  - (c) IMO number of the ship owning company/DoC holder (with whom Form VII is signed) may be verified and outcome may be highlighted.
  - (d) Quality of the vessel including its age, area of operation, performance under various MoUs, record of compliance with MLC and other Insurance certificates, etc. may be evaluated to judge the quality of fleet under the RPS.
  - (e) Employment given to women seafarers may be used to see quality of seafarers employed.
  - (f) General qualification of seafarers usually employed, courses completed by them, wage level etc. should be analysed to assess quality of seafarers employed by RPSL.
  - (g) 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.
  - (h) 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 the ships can be contacted in emergency at all hours.
  - (i) The perseverance of RPSL/Shipowner in dealing with death/injury/missing cases of seafarers.
  - (j) The perseverance of RPSL/Shipowner in handling the grievance of seafarers.
  - (k) Kind of seafarers employed by RPSL, wage level, consistency in wages level in all similarly placed seafarer, should be analysed to assess quality of RPSL.
  - (l) The management system put in place by the RPS to check every month the welfare of the seafarers employed by it, including, regular payment of salary, updation of insurance, regular repatriation & access to family etc.
  - (m) SoP to deal with cases of abandonment, non-payment of wages, disputes etc.
  - (n) Management system for audit of the data uploaded on the e-migrant system of DGS and matching of sign-on and sign-off data.



12. A draft checklist for conducting CIP is attached with this Circular as Annexure-I. Comments if any, may be submitted within 15 days to the following email ids:

1. [barguzer-dgs@gov.in](mailto:barguzer-dgs@gov.in)

2. [crews-dgs@nic.in](mailto:crews-dgs@nic.in)

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



[Subhash Barguzer]

Dy. Director General of Shipping (Crew)

Encl.: As above

Copy to: DDG/ADG e-governance with a request to place it at DGS website



### Checklist for CIP of RPSL

Part - A		
GENERAL PARTICULARS (to be auto-generated from the e-modified RPSL)		
Date of CIP:		
CIP conducted by:		Name:
		Organisation:
1	Name of the RPSL Company	
2	RPSL No.: Date of Issue: Valid up-to:	
3	Address with Pin Code	Registered office: Operational office: Branch office(if any):
4	Landline P h. No / Contact Mobile No	Registered office: Operational office: Branch office(if any):
5	Fax No. (if any)	
6	E-Mail address of RPSL company	
7	Web Site (if any)	
8	Details of Last RPSL Inspection held:	Inspection Date: Inspection done by:
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/ IFSC Code)	Bank Name: Branch: IFSC Code: Type of Account:
13	Details of Head/Top management of RPS Company	1) Name: Designation: Telephone / Mobile No: E-mail ID: DIN number:  2)



		Name: Designation: Telephone / Mobile No: E-mail ID: DIN number:  3) Name: Designation: Telephone / Mobile No: E-mail ID: DIN number:  4) Name: Designation: Telephone / Mobile No: E-mail ID: DIN number:
14	Details of Authorized signatory(ies)	1) Name: Designation: Telephone / Mobile No.: E-Mail ID:  2) Name: Designation: Telephone / Mobile No.: E-Mail ID:  3) Name: Designation: Telephone / Mobile No.: E-Mail ID:
15	ISO Certification	Certificate No.: Issued By: Issued Date: Valid Up-to: Last Audit Held on:
17	Years of experience in Recruitment of Seafarers:	
18	Total number of Seafarers employed presently:	



System generated utility to view the details by RO	
19	view sea service details of seafarer of last one year.
20	View seafarer grievance list.
21	View death/missing cases of seafarers.
22	View show cause notices
23	View abandonment cases
24	View non-payment of wages cases



# Part B

## INFRASTRUCTURE SET-UP, MAINTENANCE & PERFORMANCE

(Maximum Credit Points 5000)

1	2	3	4	5	6	7	8
Sr. No	Head	Details	Credit Points claimed	RPS Company's Remarks	Assigned Credit Points	RO's Remarks	Base Credit Points
1	Premises maintenance and Ambience						205
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/ lease, 10 points and 3. If leased deed is for 3 or more years, 5 points. 4. If leased document registered, 15 points.					40
1.3	Office space Centralized	1. In case of operations dedicated for RPS activities = 20 points 2. Split Office 15 points.					20
1.4	Location/ accessibility	Approach to Location (Ease of Access)					10
1.5	Cleanliness & Hygiene						10
1.6	Office premises	Sufficient area for all activities of RPS including staff					20
1.7	Construction Quality	Concrete structure.					10
1.8	Lighting & noise	Adequate Lights/ No Noise interference					20
1.9	Ambience/ Temperature Control.	AC /temperature control = 20 points Air cooler = 10 points Ventilation with fans = 05 points					20
1.10	Additional facilities	Internet / Wi-Fi enabled/ video conferencing facility					5
2	Administrative facilities	General maintenance and other facilities					46
2.1	Reception & Administrative area	Administrative area dedicated					5
2.2	Visitors Lounge	Waiting/ Seating area (The total number of seafarers engaged in a year should also be considered)					10
2.3	conference room	conference areas					10



2.4	Office Utility	Photocopying, Printing, data storage and sharing, data backup					10
2.5	CCTV monitoring	CCTV monitoring					10
3	<b>General Amenities</b>	<b>(Purified Water &amp; Emergency Medical facilities communication)</b>					<b>140</b>
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.					10
3.3	Back-up power generator / UPS/ Inverter	Depending on the frequency of power outage in that area					15
3.4	Cafeteria Quality of Lunch tea/ Snacks provided /	Cafeteria = 10 points Quality of food provided 10 points					20
3.5	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
3.6	Feedback and suggestion Registers / Facility	1. Online / digitized feedback = 10 points 2. Paper based feedback system = 05 points 3. Analysis of feedback and action taken = 20 points					30
3.7	Washroom Facilities	Directors & staff = 10 points If sharing with Other companies / establishments in the Building = 5 points Separate for Ladies / Gents = 10 points					20
3.8	Environmental Friendliness	Energy Saving Options / Garbage Segregations Green initiatives/ LED lights/solar energy.					5
3.9	Environment, health and safety systems certified						10
4.0	<b>RPSL Performance</b>						<b>40</b>
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 = 20 points Only Paper-based records maintained = 10 points					40
4.2	Timely submission of sign-on sign off data online						30
4.3	Management and staff are adequately trained and have relevant knowledge of the maritime industry	Permanent staff = 10 points Staff include Master/CE = 10 points					20
4.4	Are the seafarers employment agreements governed by recognized CBA & 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	25 points					25



	address and are verifiable at any given point of time?						
4.4.2	Whether the said agreement between ship-owner/employer and RPSL is in accordance with the applicable CBA?	25 points					25
4.4.3	Whether the seafarers employment agreement made with a seafarer is covering the service terms condition strictly as per the CBA concerned and the agreement between concerned ship-owner and RPSL?	25 points					25
4.4.4	Whether the signatory who is signing the SEA with the seafarer is one of the authorized signatory of the RPSL and details available with the e-profile?	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	Signed by RPS company/on behalf of owner = 30 points If signed by owner/employer = 0 points					30
4.7	Whether copy of the same has also been received by the seafarer						30
4.8	Is the Model Terms and Conditions of Employment available incorporating the requirement of MLC, 2006? (MLC Standard A2.1(4) a-k)	If Yes = 50 points If No = 0 point					50
4.9	Availability of evidence of informing seafarers recruited by RPS of their rights & duties.						10
4.10	Availability of evidence of proper arrangements made for the seafarers to examine their employment agreement before and after they are engaged on ship.						10
4.11	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
4.12	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	1. Foreign flag ships (MLC ratified countries) with valid Bank Guarantee, Financial Security for Repatriation & Ship owner's Liabilities = 50 points. 2. Foreign flag ships (non-MLC ratified countries) with only Valid Bank Guarantee = 0 Points					100



	event of his death						
4.13	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
4.14	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"> <li>1. In case no incident of injury / death occurred or if occurred, next of kin of the seafarer was informed within 48 hrs = 50 points.</li> <li>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</li> </ol>					50
4.15	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, and passport or other similar travel documents.	<ol style="list-style-type: none"> <li>1. Documented policy available and clearly displayed in reception area = 10 points</li> <li>2. Otherwise = 0 point</li> <li>3. Implementation of documented policy with the seafarers=30</li> </ol>					40
4.16	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
4.17	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
4.18	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 the ships can be contacted in emergency at all hours. [Test check from RPSL system]	<p>If up-to-date list available &amp; the ship can be contacted in emergency at all hours (verified by random checking) = 30 points Otherwise = 0 point</p> <ol style="list-style-type: none"> <li>1. What was the quality and performance of that ship.</li> </ol> <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.</p>					130



		those MoUs, record of compliance with MLC and other insurance certificates [maximum 100 points]						
4.19	Documented policy to ensure that the seafarers are not asked to pay any fees or other charges for obtaining any employment, including on-board ship training	If Documented policy / procedure is in place = 10 points Otherwise = 0 point						10
4.20	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	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
4.21	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.	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
4.22	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.	If Documented policy / procedure is in place = 10 points Otherwise = 0 point						10
4.23	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	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	If 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.	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
4.25	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 &	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



	sympathetically and at no cost to seafarer						
4.26	Documented policy /procedure in place to verify that the labour conditions on ships where seafarers are placed are in conformity with applicable CBA concluded between ship owner and seafarer's representative organization	1. Recognised CBA signed by the ship owner in place = 20 points 2. Recognised CBA not signed by the ship owner but followed=10 points 3. Otherwise = 0 point					20
4.27	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	1. If death or disability occurred and compensation settled within 6 months = 75 points 2. 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 = 30 point 3. If documented policy is available & no death or disability occurred = 15 points. 4. 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.  <i>(System generated list of such cases to be checked.)</i>					75
4.28	The perseverance of RPSL/Shipowner on such death/injury/missing cases of seafarers	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 non-occurrence of such cases. 2. Cause of casualty. No. of similar incidents occurred in the past on the particular ship or with the particular shipowner. 3. Details of Master of that ship. How many such cases occurred during his command previously. 4. What was the quality of that ship. [Age of ship, category of ship whether in White/Gray/Black list w.r.t. Tokyo or Paris MoU] 5. The response of shipowner to that casualty, completion of investigations, proper information to family/ NoK, settlement of wages & compensation. 6. The response of RPSL to that casualty, completion of investigation, information to family/ NoK, settlement of wages & compensation.  [ maximum 45 Points on each item may be given however details/specific observation on each points to be given in					250



		observation column at serial number 6]					
4.29	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
4.30	Submission of seafarers sign on/sign off data promptly in DG Shipping e-system	If submitted within time <i>(System generated list of such cases to be checked)</i>					40
4.31	Has the RPS service provider made a welfare fund contribution towards Seafarers Welfare Fund Society, Mumbai on quarterly basis?	Welfare fund contribution made promptly and up-to-date <i>(To be verified with Form-I/AoA and remittance of funds)</i>					20
4.31	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
4.32	Is there a grievance redressal mechanism available to enable complaints to be made by seafarers against the RPS or against the shipowner?	1. Procedure for grievance redressal mechanism = 10 points 2. Action taken for redressal of grievances = 15 points 3. Settlement of grievances within 2 months = 50					75
4.33	The perseverance of RPS/Shipowner in handling the grievance of seafarers	1. Nature of grievance. [Unpaid wages, sign off overdue, repatriation, harassment, medical treatment etc.] 2. No. of similar incident occurred in the past 5 years, if so what corrective measures were taken by shipowner/RPS/ 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. 4. Details of Master of that ship. How many such cases occurred during his command previously. 5. Details of Master of that ship. How many such cases occurred during his command previously. 6. 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					250



		<p>other insurance certificates]</p> <p>7. What was the response of shipowner for resolving the grievance. completion of investigations, proper information to family/ NoK, settlement of grievance.</p> <p>8. 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 35 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>					
4.34	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. Whether the seafarers are pre-sea trained.</p> <p>2. Details of concerned 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
4.35	Is record maintained related to charges for travel documents, medical examinations and other charges collected from seafarers?	Record maintained					10



4.36	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
4.37	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
4.38	Does the RPS ensure that all ships on which seafarers are recruited and placed are covered by the P & I insurance	1. All ships covered by P& I insurance = 10 points 2. All ships covered by P& I insurance(International Group) = 10 points					25
4.39	Record of wages paid to seafarers employed by the RPS company maintained	Records maintained					40
4.40	Is the electronic system data safe-guarded by Cyber Security Policy.						10
4.41	Total number of seafarers employed						250 (To be rated based on the completion of sea service and repatriation as per contract, no. of grievances)
4.42	Total number of women seafarers employed						250 (To be rated based on the completion of sea service and repatriation as per contract, no. of grievances)
4.43	Total number of months trainees put onboard for onboard ship training						250 (To be rated based on the number of months shipboard training provided)
4.44	Total number of months women trainees put onboard for onboard ship training						250 (To be rated based on the number of months shipboard training provided)
4.45	Total number of ships under contract						250 (To be rated based on the age profile of the ships)
	Percentage of ships < 10 years age						
	Percentage of ships between 10 to < 20 years						
	Percentage of ships 20 years & above						
4.46	Total number of ships of different flags						485
	Percentage of ships under white list of Tokyo or Paris MoU	50 marks if no ship under this list, 0 marks if otherwise					



	Percentage of ships under grey list of Tokyo or Paris MoU	75 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					
4.47	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
4.48	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
4.49	Efficiency of RPSL for swift offering for conducting of CIP	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
4.50	Total Points						5000
4.51	Total Percentage Credits						
4.52	Grade	90% and above - A 80% to < 90% - B 70% to < 80% - C < 70% - D					
5	Date of next CIP due:						
6	Observations						