

For comments: All the stakeholders are requested to send an email to danieljohn-dgs@gov.in; nishant.d-dgs@gov.in & crews-dgs@nic.in on or before 24.03.2025.

File No. 23-55011/2/202-CREW-DGS (C. No. 2455)

Date: 09.03.2025

Merchant Shipping Notice No. XX of 2025

Subject: Implementation of Checklist for carrying out Initial / Annual / Renewal Inspection of Recruitment & Placement (RPS) under Merchant Shipping (RPS) Rules, 2016 – reg.

The Directorate has been consistently monitoring the competitive scenario concerning the employment of shipboard personnel in global shipping. In this context, achieving excellence in maritime education, training and recruitment is crucial to preserving India's prestigious position in the maritime sector. Therefore, it is essential to continuously imperative the standards of maritime training, shipboard training, recruitment and placement. To ensure this, it is necessary to enhance, refine the implementation and monitoring processes of these areas on an ongoing basis.

2. Whereas, upon a comprehensive review of the existing monitoring mechanisms, it has been noted that the checklist used by surveyors, auditors and other inspectors when evaluating Recruitment and Placement Service Providers (RPSLs) audits requires significant qualitative improvements. In response, the Directorate has developed a more robust checklist specifically for the RPSL inspection process. This checklist will be implemented to assess the performance of RPSLs, superseding the existing processes of initial, annual and renewal inspections as outlined under Rule 13 of the Merchant Shipping (RPS) Rules, 2016. A detailed pro-forma for conducting the Inspection (CIP) is provided in **Annexure – I**.

3. Whereas, the Recognized Organizations (ROs) must adhere strictly to all applicable provisions of the RO Code, ensuring compliance with the functional, organizational, and control requirements that are mandated for ROs conducting statutory certification and providing services under mandatory International Maritime Organization (IMO) instruments.

4. Whereas, the newly developed checklist will be implemented w.e.f., issuance of this M.S. Notice and will be applicable to all initial, annual, renewal and special inspections ensuring consistency and improvement in the evaluation process.

5. This issue with the approval of Director General of Shipping.

(Capt. Daniel J. Joseph)

Dy. Director General of Shipping

To,

1. All stakeholders
2. All Recognized Organizations
3. All MMD's
4. Computer Cell for uploading on DGS Website.
5. Hindi Cell for translation

**Checklist for Inspection of Recruitment and Placement Services
(New/Annual/Renewal Inspection)
(With final suggestions to make the inspection more robust)**

1. Recruitment and placement service contact details.

Name of recruitment and placement service with CIN (if applicable)	
RPS License Number	
DOI	
DOE	
Number of seafarers employed (presently onboard)	
<p>1) Registered Office Address (with PAN/TAN of the RPS)</p> <p>2) Address of Principal place of business (operating office) if not same as Registered Office)</p> <p>3) Address of branch offices, if any</p>	
<p>Contact details of each office</p> <p>Telephone (Landline):</p> <p>Fax (if any)</p> <p>E-mail (with official email domain):</p> <p>Website : (the website of the company/principal shall also be accepted)</p>	

Date of Inspection	
Location(s) of Inspection	
Details of Top management with DIN, where applicable (as declared by the RPS company in the Form VI)	
Details of authorized signatories with DIN, where applicable	
Declaration if any of the Directors of RPS company holding a stake / director's position in any other RPS company / Maritime Training Institute / Maritime related company For information	Details, if any, of the Directors/proprietors of the RPS company holding a stake/director's position in any other RPS company or Maritime Training Institute. <i>(for record purposes only)</i>
Does the RPS have a documented system to conduct the RPS activity? Note: <i>The documented system shall either be part of DOC/DDOC SMS or an independently certified system to the ISO 9000 standards (In case of ISO certification allowance shall be given to the time required for the certification.)</i>	
Name of the contact person (First Point of contact) with email and mobile number	
Designation of contact person	

2. Details of the inspection team.

	Name	Signature
Inspection Team Leader		
Inspection Team Verifier		

Note: The 3 answer boxes to the right side of each key questions are: Yes box (Y), No box (N) and Not Applicable box (NA)] (Figures in brackets indicate MS Rule reference numbers)

3. Operational Standard

3.1	Is the address given in the license or application for a license the same as the current registered address or the principal place of business?	Y	N	NA
Comments:				
3.2 (5.1.x)	Is a copy of the RPS license granted under these rules prominently displayed at the premises of the RPS at a place accessible to the public (and on the website as applicable)	Y	N	NA
Comments: To be verified at Annual/Renewal inspections only				
3.3 (Form III – 9)	<p>Are adequate resources and office infrastructure available for the RPS to provide its services?</p> <p>Note: Verify</p> <p>a. Registered lease/rent agreements (min. 2 years validity for new applicants), to be valid for min. 3 months at the time of the audit OR Ownership documents</p> <p>b. whether the following infrastructure/facilities are commensurate and adequate with the number of seafarers under the</p>	Y	N	NA

	<p>engagement of the RPS agent:</p> <p>i) Washroom facilities</p> <p>ii) Waiting area for seafarer</p> <p>iii) Working space for RPS employees</p> <p>iv) Space for storage of records unless maintained only in digital format)</p> <p>v) Back up power supply, where required.</p> <p>vi) Is commercial activity permitted in the premises as per the local/municipal laws?</p> <p>vii) Communication and IT infrastructure as applicable</p> <p>Note: Minimum carpet area (or commensurate built-up area) for RPS Activities to be as follows:</p> <table border="1" data-bbox="328 919 1239 1318"> <thead> <tr> <th data-bbox="328 919 824 951">NO OF SEAFARERS ON BOARD</th> <th data-bbox="824 919 1239 951">MIN. CARPET AREA IN SQFT</th> </tr> </thead> <tbody> <tr> <td data-bbox="328 978 824 1010">i. Up to 100</td> <td data-bbox="824 978 1239 1010">150</td> </tr> <tr> <td data-bbox="328 1037 824 1068">ii. 101 to 200</td> <td data-bbox="824 1037 1239 1068">200</td> </tr> <tr> <td data-bbox="328 1096 824 1127">iii. 201 to 400</td> <td data-bbox="824 1096 1239 1127">400</td> </tr> <tr> <td data-bbox="328 1155 824 1186">iv. 401 to 500</td> <td data-bbox="824 1155 1239 1186">500</td> </tr> <tr> <td data-bbox="328 1213 824 1245">v. 750 to 1000</td> <td data-bbox="824 1213 1239 1245">900</td> </tr> <tr> <td data-bbox="328 1272 824 1304">vi. above 1000</td> <td data-bbox="824 1272 1239 1304">1000</td> </tr> </tbody> </table>	NO OF SEAFARERS ON BOARD	MIN. CARPET AREA IN SQFT	i. Up to 100	150	ii. 101 to 200	200	iii. 201 to 400	400	iv. 401 to 500	500	v. 750 to 1000	900	vi. above 1000	1000			
NO OF SEAFARERS ON BOARD	MIN. CARPET AREA IN SQFT																	
i. Up to 100	150																	
ii. 101 to 200	200																	
iii. 201 to 400	400																	
iv. 401 to 500	500																	
v. 750 to 1000	900																	
vi. above 1000	1000																	
Comments:																		
3.4 <i>(5.1.a)</i>	<p>Does the service provider for recruitment and placement of seafarers (RPS) maintain an up-to-date record of all seafarers recruited or placed through it?</p> <p>Note: Database would include but not be limited to name, address, age, skill, experience, address of next of kin, etc.</p>	Y	N	NA														

Comments:				
<p>3.5 (5.1.b)</p>	<p>Does the service provider for recruitment and placement of seafarers (RPS) ensure that its 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?</p> <p>Responsibility, authority, and inter-relation of all the personnel working with RPS who manage, perform, and verify the work are defined.</p> <p>Note 1: <i>Verify the statement of qualification and experience of the management personnel in Form VI of Merchant Shipping (Recruitment and Placement of Seafarers) Rules 2016 as amended.</i></p> <p>Note 2: <i>At least one person in the RPS company should be holding a management-level STCW COC (The COC need not be valid) issued by India, the UK, Singapore, Australia, New Zealand, Malaysia (anyone), except for the Cruise sector, where relevant experience shall suffice. Equivalent Dredge Grade COC shall be accepted if the RPS is servicing only Dredgers.</i></p>	<p>Y</p>	<p>N</p>	<p>NA</p>
Comments:				
<p>3.6 (5.1.c)</p>	<p>Does the service provider for recruitment and placement of seafarers (RPS) ensure that seafarers recruited or placed by it are informed of their rights and duties under their employment agreements, before or in the process of their engagement and that proper arrangements are made for such seafarers to examine their employment agreements before and after they are signed on and also that they are provided with copies of the said agreements?</p>	<p>Y</p>	<p>N</p>	<p>NA</p>
<p>3.6a</p>	<p>Is there a record of RPS having explained to the seafarer of insurance cover available under MLC clauses 2.5 and 4.2 and how to invoke the same if required?</p>			
Comments:				

<p>3.7 (5.1.d)</p>	<p>Does the service provide for recruitment and placement of seafarers (RPS) ensure that seafarers recruited or placed by them are qualified and hold the documents necessary for the jobs concerned and the seafarer’s employment agreements are in accordance with the applicable flag state laws and regulations and any collective bargaining agreements that form part of their employment agreements?</p> <p>Does the RPS agent verify the authenticity of the certificates/ documents issued to the seafarers? Documentary evidence to be maintained/provided.</p> <p>Note:</p> <p><i>Where a certificate/document issued by the Indian administration is found to be not authentic, the RPS shall report the case to the Indian administration.</i></p> <p>Note:</p> <p><i>Issuance of an MLC certificate is proof of seafarer service conditions complying with flag state requirements not understood the relevance.</i></p>	<p>Y</p>	<p>N</p>	<p>NA</p>
<p>Comments:</p>				
<p>3.8 (5.1.e) (15.5.b) (15.5.c)</p>	<p>Does the RPS provider ensure 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 before repatriation, and the transportation of the mortal remains of a seafarer in the event of his death?</p> <p>Note 1:</p> <p><i>The RPS shall also furnish a bank guarantee to cover the cost of repatriation of the seafarer in the event of his abandonment and being stranded and for any monetary loss including the outstanding wages & other entitlements due from the ship owner to the seafarer as a result of the failure of RPS or the relevant ship owner to meet its obligation under the SEA or relevant CBA.</i></p> <p>Note 2:</p> <p><i>To check P&I certificates for verifications (who will verify?)</i></p>	<p>Y</p>	<p>N</p>	<p>NA</p>

3.8a	Review of abandonment cases, if any; a. Any unattended case for more than 2 weeks? b. Any case of unpaid wages for more than 2 months? c. Any case of seafarers not repatriated for more than 2 months after abandonment without a valid reason?			
Comments:				
3.9 <i>(15.3)</i>	Is the Bank Guarantee valid and commensurate to the number of jobs? <i>Note: check the validity period of the Bank Guarantee. The number of seafarers 'e-migrated' (or onboard ???) at a given time should be commensurate to the BG</i>	Y	N	NA
Comments:				
3.10 <i>(5.1.f)</i>	Does the RPS service provider have a procedure to examine promptly and adequately and respond to any complaint concerning its activities and inform the Director–General about any unresolved complaint? 1. Total no of complaints received since last inspection? 2. Were the complaints resolved as per the directives of the administration and the company’s policy? 3. List of unresolved complaints with reasons. Note: <i>Complaints not resolved for more than 12 months are not tenable/acceptable.</i>	Y	N	NA
Comments:				
3.11 <i>(5.1.g)</i>	Is there an established system of protection by way of a bank guarantee to compensate seafarers for any monetary loss that they may incur as a result of the failure of RPS and the relevant Ship Owner?	Y	N	NA

	Verify Bank Guarantee provided by the RPS agent and the certificates of Financial Security issued by P&I club towards 2.5 and 4.2 of MLC.			
Comments:				
3.12 (5.1.h)	Is there a procedure or policy to ensure that no means or mechanism or lists are used to prevent or deter seafarers from gaining employment for which they are qualified? Note: <i>the recruitment should be carried out without any discriminatory policy or bias based on race, colour, sex, religion, political opinion, national extraction or social origin. However, any distinction, exclusion or preference in respect of a job based on the inherent requirements thereof shall not be deemed to be discrimination</i>	Y	N	NA
Comments:				
3.13 (5.1.i)	Does the RPS service provider have a documented policy stating that no fees or other charges are 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? Note: <i>The cost of Visa, and charges for pre-sign on post-sign-off medical examination are to be borne by ship owner.</i> <i>The documented policy shall be displayed on the notice board in the office of RPS agent and on RPS website where available.</i>	Y	N	NA
Comments:				
3.14 (5.1.j)	Does the RPS service provider have a documented policy stating that any incident or casualty on-board causing injury (excluding minor injuries) or death disappearance, loss overboard, or homicide	Y	N	NA

	<p>by or of an Indian national is reported to the Director General at the earliest</p> <p>Note:</p> <p><i>Not later than 24 hours of the receipt of such information. Next of Kin is also to be informed immediately. Please also see 3.31</i></p>			
Comments:				
3.15 (5.1 k)	Does the RPS service provider have a procedure to develop and maintain operational practices to verify the seafarer's medical examination, identity documents, and such other items as may be required for seafarers to gain employment?	Y	N	NA
Comments:				
3.16 (5.1.l)	<p>Does the RPS service provider have a documented policy to maintain, with due regard to the right to privacy and the need to protect the 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)</p> <p>Note:</p> <p><i>Data include but are not limited to (a) the seafarers' qualification; (b) record of employment; (c) personal data relevant to employment; (d) medical data relevant to employment.</i></p> <p><i>RPS may store such data in hard copies or digital format (or a combination of both). The electronic data must have provisions to protect against cyber security threats.</i></p>	Y	N	NA
Comments:				
3.17 (5.1.m)	<p>Does the RPS service provider maintain an 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 an emergency at all hours?</p> <p>Note:</p> <p><i>Full correspondence details (with contact number, email, PIC, etc.) of the employer/shipowner maintained in respect of each ship. (The address with the PO Box number alone will not be accepted.</i></p>	Y	N	NA

Comments:				
3.18 (5.1. n)	Does the RPS have a documented policy /procedure in place stating that seafarers will not be subjected to exploitation by their personnel regarding offers of engagement on particular ships or by particular companies on a quid pro quo basis?	Y	N	NA
Comments:				
3.19 (5.1.o)	Does the RPS have a 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?	Y	N	NA
Comments:				
3.20 (5.1. p)	Does the RPS clearly publicize the cost, if any, that the seafarer is expected to bear in the recruitment process? The documented policy on cost shall be displayed on the RPS website, where available, and on the notice board in the office.	Y	N	NA
Comments:				
3.21 (5.1.q)	Does the RPS have a 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? Note: <i>This shall be carried out before the seafarers join the ship.</i>	Y	N	NA
Comments:				

3.22 (5.1.r)	Does the RPS have a 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 wherever applicable with CBA?	Y	N	NA
Comments:				
3.23 (5.1.s)	Does the RPS have a documented policy /procedure in place to ensure that all mandatory certificates and documents submitted for employment are up-to-date and have not been fraudulently obtained and employment references are verified?	Y	N	NA
Comments:				
3.24 (5.1.t)	Does the RPS have a 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 and sympathetically and at no cost to the seafarer? <u>Note:</u> For the purpose of the above information/advice the “family” shall mean “next of kin” as declared by the seafarer.	Y	N	NA
Comments:				
3.25 (5.1.u)	Does the RPS have a documented policy /procedure in place to verify that the labour conditions on ships where seafarers are placed conform with applicable CBA concluded between the ship owner and representative seafarer’s organization? <u>Note:</u> Verify through DML 1 and DMLC 2 forms, and MLC certificates.	Y	N	NA
Comments:				
3.26	Does the RPS service ensure that the terms and conditions of employment of seafarers comply with applicable laws or regulations	Y	N	NA

(5.1.v)	<p>or CBA?</p> <p>Notes:</p> <p><i>RPS to ensure that the rights of the seafarers are duly protected and that they enter into valid contracts of employment and sign articles of agreements.</i></p> <p><i>Agreement between RPS and the employer or the ship owner to be sighted and should be valid.</i></p> <p><i>Has the RPS submitted (uploaded) the copy of the applicable SEA/CBA to the Administration?</i></p>			
Comments:				
<p>3.27 (5.1.w)</p>	<p>Does the RPS have a documented policy to ensure that death compensation or disability compensation is paid by the ship owner without undue delay.</p> <p>1. Check if the process of compensation settlement has been initiated by the RPS/Company in cases of death and disability.</p> <p>2. Check if the compensation is unsettled for more than 12 months without valid reasons. (For Ex: in dispute or sub-judice)</p>	Y	N	NA
Comments:				
<p>3.28 (5.1.y)</p>	<p>Does the RPS mention the number, date of issue, and the validity of the license in all of their advertisements published, and the license number is mentioned in all its communications?</p>	Y	N	NA
Comments:				
<p>3.29 (5.1.z)</p>	<p>Does the RPS service provider have a procedure to notify the Director of the annual and renewal inspections of the RPS license as per the specified requirement?</p>	Y	N	NA
Comments:				
<p>3.30 (5.2)</p>	<p>Is the RPS provider in compliance with the online reporting requirements prescribed under DGS Circular 2 of 2024 and 25 of</p>	Y	N	NA

	2024 issued by the Directorate General of Shipping?			
Comments:				
3.31 (5.3)	Has the RPS service provider sent Form II to DSEO or any other person authorized by DG in online mode or paper form of any death or injury to a seafarer within 24 hours of receiving such information? Note: <i>Failure to furnish the report within a specified period may lead to suspension or withdrawal of the registration granted or license issued.</i>	Y	N	NA
Comments:				
3.32 (6.1)	Has the RPS service provider made a welfare fund contribution towards Seafarers Welfare Fund Society, Mumbai on a quarterly basis? Note: <i>Check records of contribution for every seafarer excluding trainees, engaged onboard foreign flag ships. Rupees Six thousand per seafarer per annum based on the actual period of the employment of the seafarer. The contributions shall be paid by the fifteenth of the month following the end of every quarter.</i>	Y	N	NA
Comments:				
3.33 (6.2)	Does the RPS ensure that contributions to SWFS by Indian Ship Owners for every seafarer engaged by them on-board Indian flag ships are made on a quarterly basis? Note: <i>Check records of contribution for every seafarer excluding trainees, engaged onboard Indian flag ships. Rupees 4800/- per seafarer per annum based on the actual period of the employment of seafarer for F.G ships and INR 2400/- per seafarer per annum based on the actual period of the employment of seafarer for Home Trade & ships engaged in coastal trade. The contributions shall be paid by the fifteenth of the month following the end of every quarter.</i>	Y	N	NA
Comments:				

3.34 (18)	Is it ensured that a seafarer with whom an employment contract is entered into is placed on board the ship? (provided that the seafarer is ready and willing to do so and reports to the ship as directed.) <u>Note:</u> <i>verify records with DGS website Form I entries.</i>	Y	N	NA
Comments:				
3.35	Is there a grievance redressal mechanism available to enable complaints to be made by seafarers against the RPS or against the ship owner? (Check record of grievance or complaints). 1. Is the grievance/complaint unattended for more than 2 weeks? 2. Is the grievance/complaint unresolved for more than 2 months without a valid reason?	Y	N	NA
Comments:				
3.36 (Form V -7.ii)	Is there a record maintained related to charges for travel documents, medical examinations, etc. collected from seafarers?	Y	N	NA
Comments:				
3.37 (Form V -7.iii)	Is there a procedure for the collection, storage, and processing of seafarers' personal data? <u>Note:</u> <i>Full particulars of seafarers including Name, Address, Age, Skill, Experience, and</i>	Y	N	NA

	<i>Address of Next of Kin</i>			
Comments:				
3.38 <i>(Form V -7.iv)</i>	Copy of employment contract of all seafarers available. Note: <i>The RPS agent is required to maintain a copy of the signed SEA only where the SEA is entered between the seafarer and the shipowner/employer.</i>	Y	N	NA
Comments:				
3.39 <i>(Form V -7.v)</i>	Agreement/ MOUs / Contracts between RPS and the employer or the ship owner sighted? Note: 1. The Agreement should be valid. 2. Details of the employer/ship owner maintained in respect of each ship. The address and contact details should be proper, not merely a P.O. Box number.	Y	N	NA
Comments:				
3.40 <i>(Form V -7.vi)</i>	Are the following records, as applicable, related to recruitment maintained for a minimum retention period of 5 years: Copies of all advertisements issued, interview call letters, correspondence with applicants, copies of appointment letters etc. as applicable.	Y	N	NA
Comments:				
3.41 <i>(Form V-7.vii)</i>	Are records of claims and compensations made related to injury or death of seafarers maintained? a. Is there any case of injury/death unattended for more than 2	Y	N	NA

	<p>weeks?</p> <p>b. Is there a case of compensation pending for more than 12 months from the time of the accident without valid reasons? (in dispute or sub-judice)</p> <p>Note: <i>Record of claims for compensation for injury or details of the death of seafarers along with the details of Next of Kin of the seafarer, passport number, country of employment, nature of injury or death, date of accident, name, and address of the employer and details of compensation paid.</i></p>			
Comments:				
3.42 (Form V -11)	Does the RPS ensure that all ships on which seafarers are recruited and placed are covered by the P & I insurance? And, the copies of the certificates of Financial Security under clauses 2.5 and 4.2 of MLC are available with the RPS agent.	Y	N	NA
Comments:				
3.43 (Form III -17)	Are there any complaints pending in respect of seafarers recruited Note: <i>Complaints made by a seafarer 12 months after his/her sign-off from the ship in question need not be entertained.</i>	Y	N	NA
Comments:				
3.44 (Form III -18)	Is there any criminal or civil case registered/pending in any court in relation to the provisions of the M.S. RPS Rules, 2016 as amended, involving the recruitment and placement service? Note: <i>Any such case to be declared by the RPS at the time of the commencement of the inspection.</i>	Y	N	NA
Comments:				

3.45	Record of medical data (of seafarers) relevant to employment maintained	Y	N	NA
Comments:				
3.46 <i>(DGS Order No. 13 of 2014)</i>	Is there a documented procedure stating that the RPS shall provide a letter of intent which also indicates the name and address of the owner "of RPS" as given in Form VII for managing their ships to enable Hospitality Crew to obtain Indian CDC to work on a cruise ship and the same is being implemented?	Y	N	NA
Comments:				
3.47	Additional Remarks if any:	Y	N	NA
Comments:				

Name:

Seal/signature: