



**TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF MERCHANT SHIPS AND AUTHORIZED CLASSIFICATION SOCIETIES.**

**SUBJECT: Minimum requirements for seafarers to work on a ship under the Maritime Labor Convention (MLC), 2006**

**Reference: (a) Maritime Labor Convention (MLC), 2006  
b) Togolese Maritime Law**

**PURPOSE:**

This notice sets forth the Administration's minimum requirements for seafarers to work on a ship under the Maritime Labor Convention (MLC), 2006, emphasizing the protection of human rights, safety of life, ship and cargo as well as protection of the environment.

**APPLICABILITY:**

This notice applies to any person who is employed or engaged or works in any capacity on board ships to which MLC, 2006 applies, except as provided otherwise in Marine Notice MLC-001.

**1. REQUIREMENTS**

These requirements are supplemental to DMLC-I, the Togolese Maritime Law.

**2. Minimum age**

- 2.1.1 No person below the minimum age of 18 years shall be employed or engaged or work on a ship.
- 2.1.2 Night is defined as a period of at least nine (9) consecutive hours starting no later than midnight and ending no earlier than 6 a.m.

**3. Medical Certificate**

- 3.1.1 Every seafarer shall, prior to beginning work on a ship, hold a valid medical certificate issued by a duly qualified medical practitioner licensed at the place of examination and/or recognized by the competent authority at the place of examination, attesting that the seafarer is medically fit to perform the duties that they are to carry out at sea.
- 3.1.2 The Medical certificates issued in accordance with the requirements of STCW 1978, as amended will be accepted.

- 3.1.3 Medical certificates shall state in particular that the seafarer concerned:
- a) has satisfactory hearing and sight, as well as color vision where the nature of the work to be performed requires it;
  - b) is medically fit to perform the duties they are to carry out; and
  - c) is not suffering from any medical condition that is likely to be aggravated by service at sea or to render the seafarer unfit for such service or to endanger the health of other persons on board.
- 3.1.4 All medical certificates shall be issued in English for ships engaged in international voyages and shall be valid for a maximum period of two years
- 3.1.5 In urgent cases, the Administration may issue a dispensation to a seafarer, at the discretion of the Administration., to work without a valid medical certificate until the next port of call where a medical certificate can be obtained provided that:
- a) such a dispensation shall not exceed three months; and
  - b) the seafarer concerned is in possession of a medical certificate that has expired within the last ninety days.
- 3.1.6 If the period of validity of a medical certificate expires in the course of a voyage, the certificate shall remain in force until the next port of call where the seafarer can obtain a medical certificate from a qualified medical practitioner, provided that the period shall not exceed three months.

#### **4. Training and qualifications of seafarers**

- 4.1.1 Every seafarer serving on board a Togolese registered ship, shall be required to possess a 'Seafarers Identification and Record Book', meaning a seaman book, issued by a competent authority, dully on the white list of STCW 1978, as amended, as per IMO guidelines.
- 4.1.2 Seafarers shall not work on a ship unless they are trained or certified as competent or otherwise qualified to perform their duties.
- 4.1.3 Seafarers shall not be permitted to work on a ship unless they have successfully completed training for personal safety on board ship, such as that contained in Section A-VI/1 of the STCW Code.
- 4.1.4 All Seafarers covered under STCW 1978, as amended, including those in positions listed in the minimum safe manning certificate shall be trained and certified as competent, in accordance with STCW and shall possess appropriate and valid certification and any additional special qualifications equivalent to the duties they are required to undertake on the ship.



**5. Recruitment and placement of seafarers**

- 5.1.1 Seafarer recruitment and placement services (“SRPS”) located in a country or territory that is not party to MLC, 2006, shall be audited and certified by the Administration or its authorized RO, or to be accredited by the local competent authorities, or holding third party accreditation (ISO certification or accreditation by another Flag State(s) acceptable to the Togo Maritime Administration requirements, in order to provide SRPS services to a shipowner operating a Togolese flagged vessel.
- 5.1.2 Where a private SRPS located in a country which has ratified the Convention, is used by a shipowner to supply seafarers to a Togolese registered ship, such a SRPS shall operate only in conformity with a standardized system of licensing or certification or other form of regulation, issued by the competent authority in that country.
- 5.1.3 A private SRPS shall not charge seafarers any fee for recruitment or placement or for providing employment to them, other than the cost of the seafarer obtaining a national statutory medical certificate, the national seafarer’s book and a passport. The cost of obtaining any visas shall be borne by the shipowner.