

Course Syllabus

Course Title:	MLC Lead Auditor Course
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Course Duration:	<i>20.0 Hours</i>
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Course Difficulty:	<i>Advanced</i>
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Course Category:	<i>Leadership</i>
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Learning Outcomes

1. Gain a thorough understanding of MLC standards for effective compliance assessment.
2. Master the latest auditing skills and techniques to add value and improve organizational processes.
3. Enhance risk management and operational efficiency through combined MLC audits.
4. Strengthen stakeholder communication and confidence with transparent reporting and process management.
5. Foster a culture of continuous improvement to ensure long-term success and industry compliance.

References:

- MLC 2006 as Amended
- ISO 19011:2026
- STCW Convention
- SOLAS

Course Subject	Time
Introduction • Course overview • Competences to be achieved	
Chapter 1: MLC 2006 as amended: audit criteria architecture + Appendix A5-I spine • MLC 2006 Framework • Structure of the Convention • The Five Titles Overview • Understanding Audit Criteria in MLC • Appendix A5-I – The Core Audit Spine • From Regulation to Audit Question • Common Misinterpretations	2.0 Hours
Chapter 2: Lead auditor method: audit planning, audit program, ethics, and “PSC realism” • Lead Auditor Role • Audit Planning Fundamentals • Developing the Audit Program • Preparing for the Audit • Auditor Ethics and Professional Conduct • The Concept of “PSC Realism” • Time Management and Audit Flow • Common Failures in Audit Planning	2.5 Hours

Chapter 3: Evidence Defensibility – Sampling, Interviews, Observation, and Safeguarding Complainants • Audit Evidence • Principles of Evidence Defensibility • Sampling Techniques • Conducting Effective Interviews • Observation as an Audit Tool • Triangulation of Evidence • Handling Sensitive Information and Complaints • Common Weaknesses in Evidence Collection	2.75 Hours
Chapter 4: Title 1 Deep Audit: Minimum Requirements, Recruitment & Placement, and Medical Certification • Regulation 1.2 / 1.3 /1.4 • Auditing Recruitment and Placement Systems • Documentation vs Reality • High-Risk Areas • Common Audit Mistakes	2.25 Hours
Chapter 5: Title 2 Deep Audit: Employment Conditions, SEA, Wages, Hours of Work and Rest • Regulation 2.1 to 2.7 • Auditing Seafarers' Employment Agreements • Documentation vs Reality • High-Risk Areas • Common Audit Mistakes	2.5 Hours
Chapter 6: Title 3 Deep Audit: Accommodation, Recreational Facilities, Food and Catering • Regulation 3.1 and 3.2 • Auditing Accommodation in Practice • Documentation vs Reality • High-Risk Areas • Common Audit Mistakes	2.5 Hours
Chapter 7: Title 4 deep audit: medical care, OSH, welfare, social security + 2022 amendments • Regulation 4.1 and 4.5 • Auditing Medical Arrangements in Practice • Documentation vs Reality • High-Risk Areas • Common Audit Mistakes	2.75 Hours

Chapter 8: Title 5 Deep Audit: Compliance, Enforcement, and Reporting Discipline • Flag State Responsibilities and Certification • From Evidence to Findings • Writing Audit Findings • Non-Conformities • Common Audit Mistakes • Corrective and Preventive Action (CAPA) • Audit Reporting • Closing Meeting and Auditor Conduct • Common Failures in Reporting and Follow-Up	2.5 Hours
Course Final Assessment	1.0 Hour