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Your ref:
Our ref: 26th April 2019

Dear Consultee,

Code of Safe Working Practice for Seafarers (COSWP) 4th Amendment 2019

The Maritime and Coastguard Agency would like your views on the draft proposals for the 4th Amendment 2019 to the Code of Safe Working Practices for Merchant Seafarers (COSWP).

A table listing the changes (Annex 1) and draft copies of the chapters are included with the proposed changes shown with track changes. Additional information in support of these changes has been provided within (Annex 2).

During this review process we will also ensure that content is aligned with proposed new MCA Wellbeing Guidance (under development for publication later this year). No significant changes are expected

The 4th Amendment 2019 will also include some typographical corrections, reference updates and minor editing changes. These do not require comment and have not been included.

Consultees

Anyone can respond to this consultation and consideration will be given to all responses.

Duration

The stakeholder engagement will last for a period of 8 weeks from Friday 26th April 2019 and all comments should be provided, preferably by email, no later than Friday 21st June 2019.

Submitting your responses

Consultation responses should be emailed to mlc@mcga.gov.uk. With the details completed within (Annex 3) of this consultation. Any questions on this consultation should be sent to this address.

When responding, representative groups are asked to give a summary of the people and organisations they represent and, where relevant who else they have consulted in reaching their conclusion.

Freedom of Information

Information provided in response to this consultation, including personal information, may be subject to publication or disclosure in accordance with the Freedom of Information Act 2000 (FOIA) or the Environmental Information Regulations 2004.

If you want the information that you provide to be treated as confidential, please be aware that, under FOIA, there is a statutory Code of Practice with which public authorities must comply and which deals, amongst other things with obligations of confidence.

In view of this it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information, we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the MCA.

The MCA will process your personal data in accordance with the data protection framework and, in the majority of circumstances, this will mean that your personal data will not be disclosed to third parties.

Data Protection

The MCA is carrying out this consultation to gather evidence. The consultation is being carried out in the public interest to inform the development of policy.

The MCA will use your contact details to send you information about the consultation, for example if we need to ask follow-up questions, as part of its functions as a government department. Your information will be kept secure and will not be used for any other purpose without your permission.

To find out more about how the MCA looks after personal data, your rights, and how to contact our data protection officer, please go to:

<https://www.gov.uk/government/organisations/maritime-and-coastguard-agency/about/personal-information-charter>

If you do not wish to remain on this list, please reply and let us know.

Conduct of this consultation

This consultation has been conducted in accordance with the Cabinet Office Consultation Principles.

The Cabinet Office Consultation Principles can be found at:

<https://www.gov.uk/government/publications/consultation-principles-guidance>

Feedback on conduct of consultation

If you have any comments regarding the conduct of this consultation, please contact the Consultation Co-ordinator at consultation.coordinator@mcga.gov.uk

We are continually trying to improve the way in which we conduct consultations and appreciate your views. We would be grateful if you could complete and return the attached feedback form (Annex 4). These should be submitted to the Consultation Co-ordinator and are not affected by the deadline for this consultation.

If you require this consultation in an alternative format, please contact either the Consultation Co-ordinator or the named official conducting this consultation.

Yours sincerely,

A handwritten signature in purple ink, appearing to read 'Julie Carlton', written in a cursive style.

Julie Carlton
Seafarer Safety and Health Branch Manager
Maritime and Coastguard Agency