

<b>Title</b>	STCW Convention & Codes, 2010 Manila Amendments / STCW Code Part B / Section B-I/6
<b>Effective Date</b>	01/01/2012

## **Section B-I/6**

*Guidance regarding training and assessment*

### **Qualifications of instructors and assessors**

1 Each Party should ensure that instructors and assessors are appropriately qualified and experienced for the particular types and levels of training or assessment of competence of seafarers, as required under the Convention, in accordance with the guidelines in this section.

### **In-service training and assessment**

2 Any person, on board or ashore, conducting in-service training of a seafarer intended to be used in qualifying for certification under the Convention should have received appropriate guidance in instructional techniques\*.

3 Any person responsible for the supervision of in-service training of a seafarer intended to be used in qualifying for certification under the Convention should have appropriate knowledge of instructional techniques and of training methods and practice.

4 Any person, on board or ashore, conducting an in-service assessment of the competence of a seafarer intended to be used in qualifying for certification under the Convention should have:

.1 received appropriate guidance in assessment methods and practice\*; and

\* The relevant IMO Model Course(s) may be of assistance in the preparation of courses.

.2 gained practical assessment experience under the supervision and to the satisfaction of an experienced assessor.

5 Any person responsible for the supervision of the in-service assessment of competence of a seafarer intended to be used in qualifying for certification under the Convention should have a full understanding of the assessment system, assessment methods and practice\*.

\* The relevant IMO Model Course(s) may be of assistance in the preparation of courses.

### **Use of distance learning and e-learning**

6 Parties may allow the training of seafarers by distance learning and e-learning in accordance with the standards of training and assessment set out in section A-I/6 and the guidance given below.

### **Guidance for training by distance learning and e-learning**

7 Each Party should ensure that any distance learning and e-learning programme:

.1 is provided by an entity that is approved by the Party;

.2 is suitable for the selected objectives and training tasks to meet the competence level for the subject covered;

.3 has clear and unambiguous instructions for the trainees to understand how the programme operates;

.4 provides learning outcomes that meet all the requirements to provide the underpinning knowledge and proficiency of the subject;

.5 is structured in a way that enables the trainee to systematically reflect on what has been learnt through both self assessment and tutor-marked assignments; and

.6 provides professional tutorial support through telephone, facsimile or e-mail communications.

8 Companies should ensure that a safe learning environment is provided and that there has been sufficient time provided to enable the trainee to study.

9 Where e-learning is provided, common information formats such as XML (Extensible Markup Language), which is a flexible way to share both the format and the data on the World Wide Web, intranets, and elsewhere, should be used.

10 The e-learning system should be secured from tampering and attempts to hack into the system.

### **Guidance for assessing a trainee's progress and achievements by training by distance learning and e-learning**

11 Each Party should ensure that approved assessment procedures are provided for any distance learning and e-learning programme, including:

.1 clear information to the trainees on the way that tests and examinations are conducted and how the results are communicated;

.2 have test questions that are comprehensive and will adequately assess a trainee's competence and are appropriate to the level being examined;

.3 procedures in place to ensure questions are kept up to date;

.4 the conditions where the examinations can take place and the procedures for invigilation to be conducted;

.5 secure procedures for the examination system so that it will prevent cheating; and

.6 secure validation procedures to record results for the benefit of the Party.

**Register of approved training providers, courses and programmes**

12 Each Party should ensure that a register or registers of approved training providers, courses and programmes are maintained and made available to companies and other Parties on request.

**PART IX**  
**MARITIME TRAINING AND RECOGNITION OF MARITIME TRAINING CENTERS**

*Supervision  
of maritime  
training.*

**50.**-(1) The training and assessment of seafarers, as required by the STCW Convention, shall be conducted under the supervision and monitoring of the Competent Authority in accordance with the provisions of Section A-1/6 of the STCW Code.

(2) The training of seafarers may be conducted only by recognized, pursuant to the provisions of next section, training centers, which conduct approved training programs.

*36 of 10(l)/2017.*

(3) The Competent Authority may approve training programs, in accordance with the standard training manual approved by the Maritime Safety Committee of the International Maritime Organization (IMO Module Course) , which are mentioned in the STCW Convention, the SOLAS Convention and the MARPOL Convention and issue respective certificates.

*36 of 10(l)/2017.*

(4) The Competent Authority issues a certificate to the recognized maritime training centers, where it is recorded the approved program, following the application of the training center and after the prescribed fees for the certificate are paid.

The validity of the certificate is maximum five years. Alternatively, a certificate can be issued where all the approved training programs shall be recorded.

*Recognition  
of maritime  
training  
centers.*

**51.**-(1) For the recognition of a maritime training center and the approval of its training programs, a relevant application must be submitted by the center and shall include the following information:

- (a) The required entry qualifications of the candidates for the training programs;
- (b) The order of classes/lessons and for each class/lesson schedule;

---

<sup>11</sup> Consolidation Note: see previous Consolidation Note 5.

- (c) Description of the premises, the facilities and of the equipment used for the training program;
  - (d) Qualifications of all the persons in charge of the training and the assessment of the trainees;
  - (e) Maximum number of trainees and ratio of trainers/assessors/equipment/trainees;
  - (f) Description of the quality standards system applied for supervision of the training, assessment and certification of trainees;
  - (g) Procedure, type and purpose of examination;
  - (h) Procedure, type and scope of evaluation;
  - (i) Minimum standard of competency to be achieved for the issue of evidence in proof of successful attendance;
  - (j) Specimen of evidence of successful attendance.
- 37(a) of 10(I)/2017. (k) Articles of Association of the Company;
- 37(a) of 10(I)/2017. (l) Official List of Directors;
- 37(a) of 10(I)/2017. (m) Official List of Shareholders;

(2) Those responsible for the training and assessment of competence of seafarers, must be appropriately qualified in accordance with the provisions of section A-I/6 of the STCW Code for the type and level of training or assessment involved.

(3) The training, assessment of competence and issue of evidence of successful attendance, carried out, are continuously monitored through a quality standards system to ensure achievement of defined objectives, including those concerning the qualifications and experience of instructors and assessors in accordance with the provisions of Part A-I/8 of the STCW Code.

(4) An evaluation is periodically undertaken at the maritime training centres, in accordance with the provisions of Part A-I/8 of the STCW Code by qualified persons who are not themselves involved in the activities concerned.

(5) With respect to the use of simulators by a maritime training center , the performance standards and other provisions set out in Part A-I/12 of the STCW Code and such other requirements as are prescribed in Part A of the

STCW Code for any certificate concerned shall be complied with in respect of-

- (a) all mandatory simulator-based training; and
- (b) any assessment of competence required by Part A of the STCW Code which is carried out by means of a simulator; and
- (c) any demonstration, by means of a simulator, of continued proficiency required by Part A of the STCW Code.

37(b) of 10(I)/2017.

*Inspection of maritime training centers.*

**52.**-(1) An officer designated by the Competent Authority, shall draft a relevant report following survey of the training facilities, equipment, and the procedures followed for a training program for verifying compliance with above requirements.

(2) The said report, together with all the information submitted by the maritime training center shall be examined by a three-member committee, out of the specialists in each case composed by decision of the Minister, and which shall decide for the approval of the proposed training program.

*Monitoring of training programs.*

**53.**-(1) The Competent Authority shall be responsible to control the carrying out of training programs over a five-year period or whenever it deems necessary, in accordance with the provisions of Part A-I/8 of the STCW Code. The information relating to the evaluation must be communicated to the Secretary-General of the International Maritime Organization.

(2) The maritime training center must forward to the Competent Authority until the commencement day of each training program, a list of the candidates.

(3) The maritime training center must forward to the Competent Authority a list of all the candidates that successfully completed a training program immediately after the completion of the training program accompanied with a detailed grades report.

(4) The maritime training center shall ensure the following:-

- (a) all training and assessment of seafarers is-
  - (i) structured in accordance with the written programs, including such methods and tutorial means, procedures and course material as are necessary to achieve the prescribed standard of competence; and
  - (ii) conducted, monitored, evaluated and supported by persons qualified in accordance with paragraphs (d), (e) and (f);

- (b) persons conducting in-service training or assessment on board a ship do so only when such training or assessment will not adversely affect the normal operation of the ship and they can dedicate their time and attention to training or assessment;
- (c) instructors, supervisors and assessors are appropriately qualified for the particular types and levels of training or assessment of competence of seafarers either on board or ashore;
- (d) any person conducting in-service training of a seafarer, either on board or ashore, which is intended to obtain the qualifications for certification under the present Law-
  - (i) has an appreciation of the training programme and an understanding of the specific training objectives for the particular type of training being conducted; and
  - (ii) is qualified in the task for which training is being conducted; and
  - (iii) if conducting training using a simulator-
    - (aa) has received appropriate guidance in instructional techniques involving the use of simulators; and
    - (bb) has acquired practical operational experience on the particular type or simulator being used;
- (e) any person responsible for the supervision of the in-service training of a seafarer intended to be used in qualifying for certification has a full understanding of the training programme and the specific objectives for each type of training being conducted;
- (f) any person conducting in-service assessment of the competence of a seafarer, either on board or ashore, which is intended to be used in qualifying for certification-
  - (i) has an appropriate level of knowledge and understanding of the competence to be assessed;
  - (ii) is qualified in the task for which the assessment is being made;
  - (iii) has received appropriate guidance in assessment methods and practice;
  - (iv) has gained practical assessment experience; and
  - (v) if conducting assessment involving the use of simulators, has gained practical assessment experience

on the particular type of simulator under the supervision and to the satisfaction of an experienced assessor.

(5) The maritime training center must give prompt notification to the Competent Authority, of any significant changes in the training schedule, the qualifications of the candidates, the equipment, the qualifications of the persons in charge of the training and the assessment of the seafarers and the quality standards.

*Periodical evaluation.*

**54.** The Competent Authority shall ensure that periodical evaluation will be conducted in accordance with the provisions of Part A-1/8 of the STCW Code, in time periods which do not exceed five years, by qualified persons which are not involved in the said activities and the relevant information will be communicated to the Secretary General of the International Maritime Organization and to the Commission of the European Union within six months of conducting such an evaluation.

*Penalties.  
38 of 10(I)/2017.*

**54A.-** (1) The Competent Authority may suspend or cancel the recognition of the maritime training center or suspend the approval of the training program , since it is found that terms of operation are violated in respect of the compliance with training standards required by Law. The suspension period should not be longer than 12 months.

(2) The person who according to the Articles of Association of the company is bound with its signature, has the right to file an hierarchical recourse with the Minister, against the decision of cancelation or suspension of the recognition of the maritime training center or against the decision of suspension of the approval of the training program, within thirty days from the date of notification of the decision by the Competent Authority.

(3) The hierarchical recourse according to subsection (2), does not suspend the execution of the decision.

(4) The Minister shall examine the hierarchical recourse and shall, after having heard the interested parties or having given them an opportunity to express their views in writing , issue a decision on the recourse pursuant to subsection (5) of this section, not later than ten days.

(5) The Minister may decide on of the following –

- (a) to confirm the challenged decision; or
- (b) to declare the challenged decision null and void; or
- (c) to amend the challenged decision; or

(d) to issue a new decision in substitution for the challenged decision.





REPUBLIC OF CYPRUS  
SHIPPING DEPUTY MINISTRY TO THE PRESIDENT

GUIDANCE DOCUMENT AND  
INSTRUCTIONS FOR THE ACCREDITATION  
OF TRAINING COURSES CONDUCTED IN  
ACCORDANCE WITH THE RELEVANT  
PROVISION OF THE STCW 1978,  
CONVENTION AS AMENDED

**TABLE OF CONTENTS**

1. Purpose.....	3
2. Definitions.....	3
3. Introduction.....	3
4. Application.....	4
4.1 General information about the training centre.....	4
4.1.1 Organization chart .....	4
4.1.2 Quality System Manual .....	4
5. Information for each training Course.....	11
5.1 Course Framework.....	11
5.1.1 Aims .....	11
5.1.2 Objective(s) .....	11
5.1.3 Entry standards .....	11
5.1.4 Staff Requirements .....	12
5.1.5 Course intake limitations.....	12
5.1.6 Specimen of training documentary evidence to be issued .....	12
5.1.7 Teaching facilities and equipment.....	13
5.1.8 Teaching aids.....	13
5.1.9 Training aids.....	13
5.1.10 Publications available to trainees.....	13
5.1.11 IMO References.....	13
5.1.12 Safety Routines .....	13
5.2 Course outline and timetable .....	13
5.2.1 Lectures .....	13
5.2.2 Course outline.....	13
5.2.2 Course timetable.....	15
5.3 Detailed Teaching Syllabus .....	15
5.4 Instructor’s manual and Trainees’ handouts.....	16
5.4.1 Instructor’s manual.....	16
5.4.2 Trainees’ handouts .....	16
5.4.3 Lesson Plan.....	16
5.5 Assessment .....	17
5.5.1 Time of examination .....	17
5.5.2 Type of examination.....	17
5.5.3 Scope of examination .....	17

5.5.4	Time of progress assessment(s) if any .....	17
5.5.5	Type of progress assessment(s) if any .....	17
5.5.6	Scope of progress assessment(s) if any .....	17
5.5.7	Determination of final grade. ....	17
6.	Accreditation .....	18
6.1	Document verification. ....	18
6.2	Assessment of the documentation .....	18
6.3	Review of the first training course in action.....	18
6.4	Training Committee.....	18
7.	Evaluations by the Shipping Deputy Ministry to the President .....	19
7.1	Scheduled Evaluations.....	19
7.2	Unscheduled Evaluations.....	19
8.	Communication of information.....	20
8.1	Information to be communicated prior to the commencement of each training course	20
8.2	Information to be communicated with the completion of each training course .....	20
8.3	Notification of any significant changes .....	21
9.	Suspension / withdrawal of Certificates or Training Documentary evidences.....	21
10.	Suspension / Withdrawal of the Accreditation.....	21
Appendix 1 - List of Information / documentation to be forwarded for the Accreditation of training Course(s) .....		22
Appendix 2 - Specimen of training documentary evidence to be issued .....		23
Appendix 3 - Course Approval Procedure .....		24
Appendix 4 - Information to be communicated prior to the commencement of each training course .....		25
Appendix 5 - Information to be communicated with the completion of each training course .....		26

## 1. PURPOSE

The purpose of this document is to establish guidelines and assist Maritime Training Centres when applying for the accreditation of training course(s) conducted in accordance with the International Convention on Standards of Training Certification and Watchkeeping of Seafarers, STCW78, as amended.

## 2. DEFINITIONS

**Training Centre:** means a training establishment, which offers training in accordance with the relevant provisions of the International Convention on Standards of Training Certification and Watchkeeping of Seafarers, STCW78, as amended.

**Administration:** means the **Shipping Deputy Ministry to the President**

**Seafarer:** means anyone who is employed or engaged on a ship other than passengers.

## 3. INTRODUCTION

The revised STCW78 Convention introduced a new regulation dealing with the quality standards of training and certification of seafarers. In accordance with the relevant provisions of the STCW78 Convention as Amended, all training, assessment of competence and certification activities must be continuously monitored through a quality standards system to ensure the achievement of the defined objectives.

Furthermore Regulation I/8 and Section A-I/8 of the aforementioned Convention requires that an independent evaluation of Knowledge, understanding, skills and competence acquisition and assessment of activities, is conducted at intervals of not more than five (5) years in order to verify that:

1. All internal management control and monitoring measures and follow-up actions comply with planned arrangements and documented procedures and are effective in ensuring achievement of the defined objectives.
2. The results of each independent evaluation are documented and brought to the attention of those responsible for the area evaluated, and
3. Timely action is taken to correct deficiencies.

In view of the above, the process and procedures followed by this Administration for the accreditation of training courses conducted in accordance with the STCW78 as amended have been revised in order to fully comply with the relevant requirements of the above Convention.

Maritime Training Centres when applying for the accreditation by the Government of the Republic of Cyprus, of maritime training course(s) are advised to strictly follow the guidelines of this document.

## 4. APPLICATION

Maritime Training Centres seeking accreditation by the Government of the Republic of Cyprus for training course(s) conducted in accordance with the STCW78 Convention as amended, must forward to the Headquarters of this Administration a relevant application form EN05F13, together with the information listed in Appendix 1 and clarified below.

### 4.1 *General information about the training centre*

#### 4.1.1 *Organization chart*

An illustration of the interrelations (Reporting structure and lines of communication) of all personnel who manage, perform and verify work affecting the quality of the training's activities.

#### 4.1.2 *Quality System Manual*

The training centre must establish, document and maintain a quality system in order to ensure that all training, assessment and certification activities conform to specified requirements and comply with mandatory rules and regulations, guidelines and standards required by this Administration. To this end a quality manual is to be prepared covering all aforementioned activities. The quality manual must include or make reference to processes affecting the overall quality of the training activities, a description of the interaction between processes of the quality of the training activities and outline the structure of the documentation used in the quality system. As a minimum the following must be included if applicable:

##### 4.1.2.1 *Policy*

The Training Centre's management with executive responsibility must define and document its policy and objectives for quality of development and delivery of courses and programs and its commitment to quality which must be understood, implemented and maintained at all levels in the organisation. The quality objectives must be measurable and consistent with the quality policy.

##### 4.1.2.2 *Responsibility and authority*

The responsibility, authority and the interrelation of all personnel who manage, perform and verify work affecting the quality of the training activities must be defined, particularly for personnel with responsibility for:

- i. Initiating action to prevent the occurrence of non-conformities
- ii. Identifying and recording deficiencies related to training, assessment and certification
- iii. Initiating, recommending or providing solutions through designated channels
- iv. Verifying the implementation of solutions
- v. Controlling the process until the non conformity or unsatisfactory condition has been corrected

##### 4.1.2.3 *Management representative*

The management with executive responsibilities must appoint a member of their own staff who is to have access to the highest level of management and irrespective of other responsibilities is to have definite responsibility and authority for

- i. Ensuring that processes needed for the quality system are established, implemented and maintained in accordance with these instructions
- ii. Reporting on the performance and on any need for improvement of the quality system to the organisation management for review and as a basis for improvement of the quality system.
- iii. Liaison with this Administration.

#### **4.1.2.4 Management review**

The management is to review the quality system at defined intervals sufficient to ensure its continuing suitability, adequacy and effectiveness in satisfying the requirements of this guidance document, including the training centre's policy and objectives. This review shall include assessing applications for improvement and the need for changes to the quality management system, including the quality policy and quality objectives. Such reviews are to be performed at least annually, and records of such reviews are to be maintained and remain legible, readily identifiable and retrievable. Reviews are to consist of well-structured and comprehensive evaluations, which must include but not limited to:

- i. Any non - conformities
- ii. The overall effectiveness of the system and its processes in achieving stated objectives
- iii. Considerations for updating the system in relation to changes in new regulations, market demands, etc.
- iv. Internal and external audit reports
- v. Reports from validating bodies

Each training program must be reviewed on a regular basis and each time new regulations come into force, which affect the training program. The reviews must include but not limited to the following:

- i. Review of the program criteria
- ii. Results from evaluation reports
- iii. Feedback from trainees
- iv. Assessment / examination results
- v. Changes of qualified instructors, trainers, assessors
- vi. Course objectives in relation to obtained results

Any non – conformities and corrective actions implemented, corrective actions implemented, conclusions and recommendations reached as results of the reviews, are to be documented and records of the reviews are to be maintained. A plan of action for necessary improvements is to be established and documented.

#### **4.1.2.5 Document and data Control**

The Training centre must establish and maintain documented procedures to control all documents related to the requirements of the quality system

The documents and data are to be reviewed and approved for accuracy by authorised personnel prior they are issued. A master list or equivalent document control procedure identifying the current version status of documents is to be established and be readily

available to preclude the use of invalid and /or obsolete documents or data. The control as a minimum should ensure that:

- i. Pertinent issues of appropriate documents/ data are available at all relevant locations
- ii. Invalid and or obsolete documents /data are promptly removed from all points of issue or use, or otherwise assured against unintended use
- iii. Changes to documents and data are to be reviewed and approved by the same functions that performed the original review and approval, unless specifically designated otherwise
- iv. Up-to-date documents are available as necessary to meet requirements
- v. Training programs are delivered consistently

Arrangements must also be made to include:

- i. Clear identification of which information is controlled
- ii. Clear responsibility for its upkeep
- iii. Ensuring that those who need to know the contents of documents / data can gain access to them.

As a minimum the following documents must be controlled

- i. Quality manuals
- ii. Trainees' manuals
- iii. Instructors' manuals
- iv. Examination / assessment procedures / documents
- v. Regulations and requirements which must be met
- vi. Relevant Legislation
- vii. Examination regulations and syllabi

#### **4.1.2.6 Records**

Records related to development and updating procedures are to be maintained in order to verify that procedures are followed and are according to the training centre's requirements. The training centre must establish and maintain procedures for indexing, filing, maintenance and disposition of training records as defined by the training centre.

As a minimum the training centre must establish and maintain procedures for indexing, filing, maintenance and disposition of the following training records:

1. Trainee records
2. Reports from external validating bodies
3. External audit records
4. Internal audit records
5. Management review records
6. Training program(s) review records

Records maintained in accordance with the requirements of this section must be retained for a minimum period of ten (10) years.

#### 4.1.2.7 Filing

The training centre must establish and maintain procedures for documenting and filing trainee and personnel records. These procedures must ensure the accuracy and confidentiality of this file at all times.

As a minimum the following details must be included

##### A. Trainees

- i. Personal details
  - a. Cyprus Seafarer's identification Number
  - b. Name
  - c. Surname
  - d. Date of birth
  - e. Place of Birth
  - f. Nationality
  - g. Identity Document
  - h. Identity Document Number
- ii. Medical Certificate
- iii. Proof of sea service (If required by the entry standards of the training course.)
- iv. Copy of qualifications (If required by the entry standards of the training course)
- v. Any information regarding trainee's progress

##### B. Personnel

- i. Personal details
  - a. Name
  - b. Surname
- ii. Medical Certificate
- iii. Sea Service ( if any )
- iv. Qualifications

#### 4.1.2.8 Purchasing Process.

The training centre shall ensure that purchased products conform to specified purchased requirements. The type and extent of control applied to the supplier must be dependent upon the effect of the product on the training programs.

##### 4.1.2.8.1 Evaluation of sub-contractors

The Training Centre is to define and document procedures, which ensure that materials and services, which can affect the quality of training, conform to specified purchasing requirements whenever such are purchased from approved sub-contractors.

The Training Centre is to maintain records of approved sub-contractors. These records are to be regularly updated. The organization is to clearly state who has the responsibility and authority to purchase specified services and materials.

Approved sub-contractors may be limited to products and services, which have a direct and significant bearing on the training such as:

- i. Learning materials
- ii. Sub-contracted training



- iii. Sub-contracted instructors, trainers, assessors
- iv. Sub-contracted training organisations
- v. Training equipment

#### **4.1.2.9 Internal Audits**

The management of the Training Centre must carry out internal audits at planned intervals to verify the implementation of the system and to determine the effectiveness of the system. The audit must also confirm that the training programs achieve their agreed or stated aims or being corrected when not reaching these goals.

The audits and follow-up actions must be carried out in accordance with documented procedures.

The results of the audits must be brought to the attention of the personnel having responsibility of the area audited. The management personnel responsible for the area must take timely corrective action on the non-conformities found during the audit.

Internal audits must be carried out in accordance with an audit plan, which must include the following:

- i. The status and importance of the processes and specified areas/ training programs to be audited as well as the results of previous audits.
- ii. Qualifications of personnel carrying out the audit
- iii. The basis of carrying out the audit (e.g. Organisational changes, changes in regulations, new instructors, assessors)

The audit findings, conclusions and recommendations must be submitted in documentary form for consideration to the appropriate members of the management.

The following items must be covered in the reporting and following-up of audit findings

- i. Factual evidence of non-compliance and possible reasons for such non-conformities.
- ii. Appropriate corrective actions
- iii. Implementation and effectiveness of corrective actions suggested in previous audits.

#### **4.1.2.10 Training**

Personnel performing work affecting the quality of the training courses shall be competent on the basis of appropriate education, training skills and experience. The Training Centre must establish and maintain documented procedures for identifying training needs and provide for the training of all personnel performing activities affecting quality of education and training services. Records of training must be maintained.

#### **4.1.2.11 Planning and development of training programmes**

The Training Centre must establish and maintain documented processes to control and verify the development of training courses in order to ensure that specified requirements are met. When a new training course is to be developed, the Training Centre must develop a plan to describe the activities and define responsibility for its implementation.

- The Training Centre shall determine the review, verification and validation that are appropriate to each design and development stage.

- Personnel involved in development and verification must be defined and the necessary information must be documented.
- Inputs relating to training courses must be determined and records maintained.
- Any applicable statutory and regulatory requirements must be identified and documented.
- The outcome of training courses must be verified against the requirements of the program and must contain or make reference to acceptance criteria.
- At appropriate stages of design, formal documented reviews of the design results are to be planned and conducted.
- The final design of the training program must be submitted to this Administration for verification.
- Prior to the implementation of a new training course a test course is to be performed as a validation to see that all requirements are met. A competent officer of this Administration must verify the aforesaid test course.
- All changes and modifications shall be identified, documented, reviewed and approved by authorised personnel before their implementation.

#### **4.1.2.12**      *Delivery of training courses*

The Training Centre is to identify and plan the delivery of training programs. Process and conditions, which affect the quality of delivery of training courses, must be carried out under controlled conditions. (Documented procedures defining methods of delivery, all materials used during delivery to be controlled)

The maximum number of trainees must be stated in the training plan.

The training program must define and document procedures for the following:

- i. Registration of participants
- ii. Control that participants fulfil any pre-defined criteria before enrolling
- iii. Distribution of confirmation letters including relevant information such as:
  - a. Program
  - b. Participant list
  - c. Instructions for preparing the training program

The Training Centre must define the responsibility for checking the following before any training course is activated:

- i. Premises (Classrooms, demonstration rooms etc.) and location suit the purpose of the training program
- ii. All audio-visual and training equipment /aids prior to starting any training activity.

The Training Centre must establish maintain and document procedures for delivering training courses. As a minimum the Training Centre must include/ define procedures in order to ensure that:

- i. Instructors focus on the purpose of the training course ensuring a common understating.
- ii. Information is collected of the trainee's expectations and comparing these with the objectives of the training course
- iii. The contents of the training course are presented in a structured form
- iv. Evaluation models and criteria are clearly defined and made known to the trainees.

- v. At the beginning of each lesson / session the trainer is focussed on why the topic is important
- vi. Lessons /sessions are operated according to actual time frames
- vii. Ensure that trainer's / instructor's progression is according to what is planned.
- viii. The trainer / instructor is to go back to the objective of the training program (At the final part of the training course) and concludes whether it has been attained or not.
- ix. At the end of the training course the trainer/ instructor is to sum up the contents of the training course.

Where and when applicable, the Training Centre must establish, maintain and document procedures for the use of equipment in the educational process (Fire / safety equipment, computers, instruments etc.)

The Training Centre must establish, maintain and document procedures to ensure that:

- i. Equipment and systems are operated in a safe and efficient manner.
- ii. Equipment and systems are maintained according to makers' instructions
- iii. Operators (instructors, trainers, trainees) of such equipment and systems, use relevant personal protective equipment
- iv. Working conditions are suitable (ventilation, lighting etc.)

The Training Centre must establish, maintain and document processes to ensure that any consumables are stored appropriately and in accordance with suppliers' instructions rules, regulations and recommendations.

Where the use of equipment /systems and their consumables lead to pollution of the environment, procedures are to be placed to ensure that this pollution is cleaned up.

Where applicable procedures are to be established to calibrate or verify necessary equipment against measurement standards traceable to international or national measurement standards; where no such standard exist the basis used for calibration or verification must be recorded.

#### **4.1.2.13**      *Evaluation of training Courses and trainees*

The Training Centre must establish, maintain and document processes for the evaluation of the training courses. The required evaluation and the related records must be detailed in the documented procedures.

Procedures must be established requiring the training course manager or instructor to write an evaluation report with suggested actions for improvements based on, but not limited to the following information

- i. Results from trainee test and or review questions
- ii. Results from scores and evaluation forms
- iii. Feedback or comments from trainees
- iv. Contents of training course related to the duration of the training course

The above report must be distributed to all relevant personnel, including management and be filed accordingly.

A checklist is to be developed and used after every training course to ensure that the following elements have been covered:

- i. Purpose
- ii. Objectives
- iii. Contents
- iv. Methods
- v. Evaluation
- vi. Trainee conditions
- vii. Frame conditions.

Procedures to correct any discrepancies are to be established and maintained.

The organisation must establish and maintain procedures for the final assessment, monitoring, test or examination which is laid down to evaluate the performance of the trainees. Where appropriate such procedures must include the following:

- i. Instruments / “tools” for assessment
- ii. Examination methods
- iii. Security arrangements
- iv. Surveillance during examinations
- v. Validity and consistency of assessment methods
- vi. Examination timetable and other appropriate information for the trainees
- vii. Test/examination is consistent with the objective and contents of the training activity

## 5. INFORMATION FOR EACH TRAINING COURSE

For each training course to be approved, a separate folder must be submitted including the information shown below. The information required under this section, must be in the language in which the training course will be delivered. If the training course will be delivered in more than one language, the information required under the following sections must be submitted in each language the training program will be conducted.

Notwithstanding the above, if the training course will not be delivered in the English language, a translation of the required documents in the English language must be submitted.

### 5.1 *Course Framework*

#### 5.1.1 *Aims*

Short description of the aims of the training course which includes reference to relevant legislation, requirements and guidelines and description “why” the training is needed.

#### 5.1.2 *Objective(s)*

Short description of the objectives of the training course formulated as “after the training the trainee shall be able to ...”, “...demonstrate...” etc.

#### 5.1.3 *Entry standards*

Description of the entry standards required for admission to the training course. As a minimum the following must be included:

- i. Minimum age.

- ii. Medical fitness
- iii. Certificate(s) or Training documentary evidence(s), (if applicable)
- iv. Sea service ( if applicable)

#### **5.1.4 Staff Requirements**

Description of the minimum qualification and experience required for the instructors, supervisors and assessors.

As a minimum, instructors, supervisors and assessors must:

1. Have an appropriate level of knowledge and understanding of the competence(s) for which the training is being conducted
2. Be holder of appropriate certificate in the task(s) for which the training is being conducted
3. Have gained practical experience in the task(s) for which the training is being conducted
4. If conducting training using a simulator
  - a. Have received appropriate guidance in instructional techniques involving the use of simulators
  - b. Have gained practical operational experience on the particular type of simulator being used.

In addition to the above, assessors must:

1. Have completed an approved training course in techniques related to the assessment of seafarers, and
2. If conducting assessment involving the use of simulators, have gained practical assessment experience on the particular type of simulator.

#### **5.1.5 Course intake limitations**

The maximum number of trainees attending each session of the training course must be specified. As a minimum the maximum trainee / trainer and trainer/ assessor ratios must be specified for practical and theoretical training.

#### **5.1.6 Specimen of training documentary evidence to be issued**

A specimen of the documentary evidence must be forwarded to this Administration. On each document as a minimum the following must be included:

- i. Number of the training documentary evidence
- ii. Name of the Organisation.
- iii. Name and Surname of the trainee.
- iv. Seafarer's identification number (if applicable)
- v. Duration of the training.
- vi. Title of the training program.
- vii. Regulation(s) and Section(s) of the STCW Convention under which, the training was conducted.
- viii. Average marks
- ix. A clear statement that the document in question is not valid for sea service.

A specimen of the documentary evidence to be issued after successful completion of the training program is shown in Appendix 2

**5.1.7 Teaching facilities and equipment**

List and number the facilities and equipment, which will be used for the training program. (i.e. Classrooms, liferafts, lifeboats, fire fighting equipment). It should be noted that the organisation will be requested to demonstrate that it can provide or have access to the facilities and equipment.

**5.1.8 Teaching aids**

List of teaching aids to be used during the training course. (i.e. Course Manual, Overhead projection transparencies, video tapes, multimedia).

**5.1.9 Training aids**

List and number the training aids to be used during the training course. (i.e. models, equipment, samples and drawings).

**5.1.10 Publications available to trainees**

List and number the publications relevant to the training course available to trainers and trainees.

**5.1.11 IMO References**

List and number the IMO publications relevant to the training program.

**5.1.12 Safety Routines**

Describe the safety measures and precautions to be taken during the training course, if any.

**5.2 Course outline and timetable**

**5.2.1 Lectures**

A short description of the procedure to be followed for the delivery of the training course

**5.2.2 Course outline**

A table that lists the competencies and areas of knowledge, understanding and proficiency, together with the estimated total hours required for lectures, demonstrations and practical exercises in the format shown below.

**Course Outline**

**Competence 1: Take charge of a fast rescue boat during and after launch**

Course outline	Approximate Time (Hours)
Knowledge, understanding and proficiency	Lectures, demonstrations and practical work
<i>Introduction and Safety</i>	0.5
<i>1. Construction and Outfit of Fast Rescue Boats and Individual Items of their Equipment</i>	

1.1 Construction and outfit of fast rescue boats 1.2 Individual items of equipment	<b>1.0</b>
<b>2. Particular Characteristics and facilities of Fast Rescue Boats</b>	<b>1.0</b>
<b>3. Navigational and Safety Equipment Available in a Fast Rescue Boat</b> 3.1 Boat Equipment 3.2 Navigation Equipment 3.3 Safety Equipment 3.4 Emergency Equipment	<b>0.5</b>
<b>4. Safety precautions during launch &amp; recovery of a fast Rescue Boat</b> 4.1 Launching arrangements 4.2 Launching and Recovery 4.3 Launching and Recovery in rough seas 4.4 Drills in launching and recovery of fast rescue boats	<b>2.0</b>
<b>5. How to handle a fast Rescue boat in Prevailing and Adverse Weather and Sea Conditions</b> 5.1 Cleaning the ship's side and coming alongside 5.2 Manoeuvring at slow speed 5.3 Manoeuvring at fast speed 5.4 Boat Handling in adverse weather 5.5 Towing 5.6 Pacing and Transfer 5.7 Helicopter operation 5.8 Drills in boat handling 5.9 Drill sin towing 5.10 Drills in pacing and transfer	<b>4.0</b>
<b>6. Procedures for Righting a Capsized Fast Rescue Boat</b> 6.1 Capsized and righting 6.2 Drills in righting a capsized boat	<b>1.5</b>
<b>7. Search Patterns and Environmental factors affecting their Execution</b> 7.1 Initial information and action 7.2 Search pattern 7.3 Rescuing survivors from sea 7.4 Casualty care 7.5 Drills in search and rescue	<b>2.5</b>
<b>8. Assessment of the Readiness of Fast Rescue Boats and Related Equipment for Immediate use</b> 8.1 Boat Readiness 8.2 Equipment Readiness	<b>0.5</b>
<b>9. Knowledge of Maintenance, Emergency Repairs, Normal Inflation and Deflation of Buoyancy Compartments of Inflated Fast Rescue Boats</b>	<b>0.5</b>
<b>Sub-total</b>	<b>14.0</b>

## **Competence 2: Operate a fast rescue boat engine**

Course outline	Approximate Time (Hours)
Knowledge, understanding and proficiency	Lectures, demonstrations and practical work
10. Method of starting and Operating a Fast Rescue Boat Engine and its Accessories 10.1 Inboard motor engines 10.2 Outboard motor engines 10.3 Water jet production 10.4 Drills in engine operation	1.5
Sub-total	1.5
<b>TOTAL</b>	<b>15.5</b>

The teaching staff should note that timings may be adapted to suit individual groups of training depending on their experience, ability, equipment and staff available for training. However the total time of the training program should not be reduce

### 5.2.2 Course timetable

The Course timetable should be in the format shown below.

#### TITLE OF TRAINING PROGRAM

#### Course Timetable

Period / Day	1 <sup>st</sup> day	2 <sup>nd</sup> day	3 <sup>rd</sup> day
1 <sup>st</sup> period (1.5 Hours)	Introduction and Safety 1. Construction and Outfit of Fast Rescue Boats and Individual Items of their Equipment	8. Assessment of Readiness of Fast Rescue Boats and Related Equipment for Immediate use 5. How to handle a fast Rescue boat in Prevailing and Adverse Weather and Sea Conditions	7. Search Patterns and Environmental factors affecting their Execution
2 <sup>nd</sup> period (1.5 Hours)	2. Particular Characteristics and facilities of Fast Rescue Boats 3. Navigation and Safety Equipment Available in a Fast Rescue Boat 10. Method of starting and Operating a Fast Rescue Boat Engine and Accessories	5. How to handle a fast Rescue boat in Prevailing and Adverse Weather and Sea Conditions (continued)	7. Search Patterns and Environmental factors affecting their Execution (continued) 9. Maintenance and Repairs
LUNCH BREAK			
3 <sup>rd</sup> period (1.5 Hours)	4. Safety precautions during launch & recovery of a fast Rescue Boats	5. How to handle a fast Rescue boat in Prevailing and Adverse Weather and Sea Conditions (continued)	
4 <sup>th</sup> period (1.5 Hours)	4. Safety precautions during launch & recovery of a fast Rescue Boat (continued) 10. Method of Starting & Operating a fast Rescue Boat Engine & Accessories (continued)	6. Procedures for righting a Capsized Fast Rescue boat	

It should be noted that the training program should be limited to six (6) hours of lectures or demonstrations or practical exercises per day .

### 5.3 Detailed Teaching Syllabus

The detailed teaching syllabus must be written in a learning objective format in which the objective describes what the trainee must do to demonstrate that the competence has been achieved and the knowledge has been transferred, in the format shown below:



**DETAILED TEACHING SYLLABUS**

Knowledge, understanding and proficiency	IMO Reference	Textbooks, Bibliography	Teaching Aid
<b>Introduction and Safety (1 hour)</b>			A1 p.33
Required performance:			
<b>Introduction</b>			
.1 states the requirements for carriage of fast rescue boats			
.2 states STCW regulation	R2 Ch. V	B1	
.3 lists requirements of Resolution A.656(16)	R1, Reg VI/2		
.4 lists training requirements as stipulated in Resolution A.771(18)			
Required performance:			
<b>Safety guidance</b>			
.1 explains layout plan			
.2 lists emergencies and alarms			
.3 lists action to be taken on hearing the alarm			
.4 identifies emergency muster stations			
.5 states that the safety rules laid down by the instructor must be obeyed during the course			
.6 lists safety rules			

## **5.4 *Instructor's manual and Trainees' handouts***

### **5.4.1 *Instructor's manual***

The instructor's manual should provide guidance on the material to be presented during the course and it should be organised in a learning objective format following the structure of the detailed teaching syllabus.

### **5.4.2 *Trainees' handouts***

The trainee's handouts should be written in simple language and structured in accordance with the detailed teaching syllabus.

### **5.4.3 *Lesson Plan***

The lesson plan should be structured in accordance with the detailed teaching syllabus and should provide adequate guidance to the instructor.

**EXAMPLE OF A LESSON PLAN**

**COURSE:** PROFICIENCY IN FAST RESCUE BOATS

**DURATION:** 15 Minutes

**TRAINING AREA:** 4 **Safety precautions during launch and recovery of a fast rescue boat**

MAIN ELEMENT Specific learning objective (in teaching sequence, with memory keys)	TEACHING METHOD	IMO REFERENCE	A/V AIDS	INSTRUCTOR GUIDELINES	TIME (MINS)
4 - 4 Safety precautions during launch and recovery of a fast rescue boat					
.1 Launching arrangements					
- lists types of launching arrangements as gravity davits, luffing davits, single arm davits/cranes, motion compensating davits /cranes, cradle system, stern ramp system	Classroom lecture	Tb. A - VI/2-1 Col.2		A1 - Para. 7	3
- describes the construction and arrangement for stowage, securing, gripes, tricing pendant for type of davit used at the training institution					
- describes method of disengaging lifting hooks without injury to the figure and the arrangement of hook recovery line					
- lists force dampening device, wire tensioning device					
- outlines maintenance of davits, falls and disengaging gear					

**5.5 Assessment**

**5.5.1 Time of examination**

When are the examinations taking place? End of the course? End of each competence? End of each day? End of each semester?

**5.5.2 Type of examination**

Description of the type of examination conducted. (Written précis, multiple-choice, simulator-based, PC-based, oral, practical)

**5.5.3 Scope of examination**

Description of the scope of examination in order to explain how the trainees; performance will be evaluated throughout the course. It should also cover surveillance during examinations.

**5.5.4 Time of progress assessment(s) if any**

When are progress assessments taking place? End of each competence? End of each day? End of each semester?

**5.5.5 Type of progress assessment(s) if any**

Description of the type of progress assessment(s) conducted. (Written précis, multiple-choice, simulator-based, PC-based, oral, practical)

**5.5.6 Scope of progress assessment(s) if any**

Description of the scope of progress assessment(s)

**5.5.7 Determination of final grade.**

Explain how the trainer(s) will determine final grade by proportioning written and practical scores as appropriate.

## 6. ACCREDITATION

Appendix 3 outlines the procedure to be followed by this Administration for the accreditation of a training course conducted in accordance with the relevant provisions of the STCW78 Convention as amended.

It should be noted that the procedure for the approval of training courses is a time consuming process and applicants are advised to strictly follow the guidelines of this Administration in order to avoid unnecessary delays.

### 6.1 *Document verification.*

The application form EN05F13 and all documents submitted with the application will be reviewed in order to verify the completeness of the information required.

It must be stressed out that if the information submitted is not complete, the applicant will be informed accordingly, and the process of approval will be suspended until all information required has been submitted.

### 6.2 *Assessment of the documentation*

After detailed examination of all the information submitted and verification of compliance with all applicable requirements of this Administration, the course outline will be approved and the applicant will be informed accordingly.

If the qualifying conditions of this Administration are not met, the applicant will be informed accordingly and requested to make the necessary corrections if desired.

### 6.3 *Review of the first training course in action*

Upon approval of the course outline, designated Officer(s) of this Administration will attend the first training course in order to monitor compliance with the quality system implemented by the Training Centre and the applicable requirements of this Administration.

Upon completion of the first training course the attending Officer(s) will make available to the management of the Training Centre an evaluation report for its information and action if any.

Any deficiencies / non-conformities found during the implementation of the training course must be rectified / closed within the time frame to be specified by the attending Officer(s) of the Shipping Deputy Ministry to the President.

**It should be noted that the Maritime Training Centre concerned, would be requested to cover all expenses associated with the evaluation of the first training course.**

### 6.4 *Training Committee*

The ultimate decision for the accreditation of a training course conducted in accordance with the relevant provisions of the STCW78 Convention as amended, lies with the Training Committee of the Shipping Deputy Ministry to the President.

All the relevant information communicated for the approval of a training course along with the evaluation report of the designated Officer(s) who attended the first training course will be forwarded to the Training Committee of the Shipping Deputy Ministry to the President which will assess all the available information and decide whether to approve or not the training course.

If the Training Committee rejects the training course, the applicant will be informed accordingly and be requested to rectify the deficiencies noted by the aforesaid committee, if desired.

## **7. EVALUATIONS BY THE SHIPPING DEPUTY MINISTRY TO THE PRESIDENT**

### **7.1 *Scheduled Evaluations***

Training courses accredited by the Government of the Republic of Cyprus are subject to scheduled periodical evaluations at least once every five (5) year period, supplemented by an intermediate evaluation during the half of the above period.

The scheduled periodical / intermediate evaluations will be in order to ensure that:

1. All internal management control and monitoring measures and follow-up actions comply with planned arrangements and documented procedures and are effective in ensuring achievement of the defined objectives.
2. The results of each independent evaluation are documented and brought to the attention of those responsible for the area evaluated, and
3. Timely action is taken to correct deficiencies.

Upon completion of the scheduled periodical / intermediate evaluation the Shipping Deputy Ministry to the President will make available to the management of the Training Centre the evaluation report for its information and action if any.

Any deficiencies / non-conformities found during the evaluation must be rectified / closed within the time frame to be specified by the attending Officer(s) of the Shipping Deputy Ministry to the President.

Nevertheless all deficiencies / non-conformities found must be rectified / closed within three months from the date of the completion of the evaluation.

**It should be noted that the Maritime Training Centre concerned, would be requested to cover all expenses associated with the scheduled periodical / intermediate evaluation.**

### **7.2 *Unscheduled Evaluations***

In addition to the scheduled periodical / intermediate evaluations this Administration will also carryout unscheduled evaluations of training courses accredited by the Government of the Republic of Cyprus at irregular intervals to ensure that the quality system implemented is maintained in a satisfactory manner.

Upon completion of the unscheduled evaluation the Shipping Deputy Ministry to the President will make available to the management of the Training Centre the evaluation report for its information and necessary action if any.

Any deficiencies / non-conformities found during the evaluation must be rectified / closed within the time frame to be specified by the attending Officer(s) of the Shipping Deputy Ministry to the President.

Nevertheless all deficiencies / non-conformities found must be rectified / closed within three months from the date of the completion of the evaluation.

All expenses associated with the unscheduled evaluations of the training courses will be covered by the Government of the Republic of Cyprus.

## **8. COMMUNICATION OF INFORMATION**

### ***8.1 Information to be communicated prior to the commencement of each training course***

At least the same day of the commencement of an approved training course, the Training Centre must convey via e-mail to the Training, Certification and Registration of seafarers Division of the Shipping Deputy Ministry to the President, information regarding the timetable of the scheduled training program and the details of the instructors and assessors, who will conduct the training.

And in the format shown in Appendix 4, the personal details of all the trainees who will participate in the training course.

### ***8.2 Information to be communicated with the completion of each training course***

Upon completion of each training course the Training Centre must forward via e-mail to the Headquarters of the Shipping Deputy Ministry to the President, the results of the training course in the format shown in Appendix 5.

In addition to the above the following information must also be submitted for each trainee successfully completed the training program in order to issue the relevant Cyprus certificate or training documentary evidence:

1. Copy of the certificate issued by the Training Centre
2. Two passport size photographs
3. Fees
4. Copy of the Medical fitness certificate (for holders of a valid Cyprus Seafarer's Identification and Sea service Record Book) or application for the issue of a Cyprus Seafarer's Identification and Sea service Record Book.

#### **Photographs**

Two passport size (3.5 x 4.5 cm) photographs- facial front view of the applicant, taken within a year preceding the application with the applicant's name and surname printed on the reverse side.

**Medical fitness certificate**

The medical fitness certificate required, must be in accordance with the relevant provisions of the Medical Examination (Seafarers) Convention, 1946 (No.73) and the International Convention on Standards of Training Certification and Watchkeeping for Seafarers, STCW78, as amended, issued by or on behalf of the Government of the Republic of Cyprus or any other competent Authority the certificates of competency of which are recognised by the Government of the Republic of Cyprus at the time of application.

**8.3 Notification of any significant changes**

The Training Centre must notify via facsimile or electronic mail this Administration of any significant changes in the arrangements for training / assessment or the quality standard implemented by the Training Centre, within thirty (30) days from the occurrence of such changes.

**9. SUSPENSION / WITHDRAWAL OF CERTIFICATES OR TRAINING DOCUMENTARY EVIDENCES**

This Administration may refuse the issue of certificate or training documentary evidence to seafarers who successfully completed an approved training course on account of a disciplinary offence or any other cause as provided for in the Cyprus legislation.

Furthermore, this Administration may suspend, revoke or withdraw certificates or training documentary evidences issued in accordance with the relevant provisions of the STCW78 Convention as amended on account of a disciplinary offence or any other cause as provided for in the Cyprus legislation

**10. SUSPENSION / WITHDRAWAL OF THE ACCREDITATION**

In accordance with the provisions of Article 54A of Law 27(I)/2008 the Administration may suspend or withdrawal the recognition of a Merchant Marine Academy or suspend the accreditation of a training program if the Administration justify failure of the Merchant Marine Academy to meet its obligations under this document or any other relevant requirements that influence the standards of training imposed by Law 27(I)/2008.

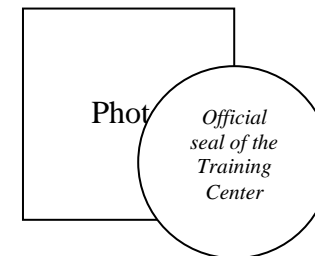
***Appendix 1 - List of Information / documentation to be forwarded for the Accreditation of training Course(s)***

1. Application for the accreditation of training courses (Form EN05F13)
2. General information about the training centre including:
  - a. Name
  - b. Postal address
  - c. Email address
  - d. Telephone and facsimile numbers
  - e. Contact person and
  - f. Organization chart of the Training Centre
  - g. Copy of the quality system manual
  - h. Copy of the quality system certificate.
  - i. Curriculum vitae for all trainers instructors and assessors
  - j. Copy of the certificates and training documentary evidence for all trainers, instructors and assessors
3. Information for each training program
  - a. Aims
  - b. Objective(s)
  - c. Entry standards
  - d. Staff Requirements
  - e. Course intake limitations
  - f. Specimen of training documentary evidence to be issued (if any)
  - g. Teaching facilities and equipment
  - h. Teaching aids
  - i. Training aids
  - j. Publications available to trainees
  - k. IMO references
  - l. Safety routines
  - m. Lectures
  - n. Course outline
  - o. Course time table
  - p. Detailed teaching syllabus
  - q. Instructor manual
  - r. Trainees handouts
  - s. Lesson plan
  - t. Time of examination
  - u. Type of examination
  - v. Scope of examination
  - w. Time of progress assessment(s) if any
  - x. Type of progress assessment(s) if any
  - y. Scope of progress assessment(s) if any

*Appendix 2 - Specimen of training documentary evidence to be issued*

Document No.

Name of the Training Centre



***TITLE OF THE TRAINING PROGRAM***

This is to certify that Mr/ Ms .....(Surname).....(Name)

Born on the.....(Date, Month, Year) In.....(City, Country)

Has successfully completed a training course from .....(Date, Month, Year) to .....(Date, Month, Year) and met the requirements laid down in Regulation ..... of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, (STCW) 1978, as amended and the standards of competency specified in Section..... of the STCW Code as amended.

Average marks.....

Issued at .....(Place and Date)

.....  
Signature of the Holder of the certificate

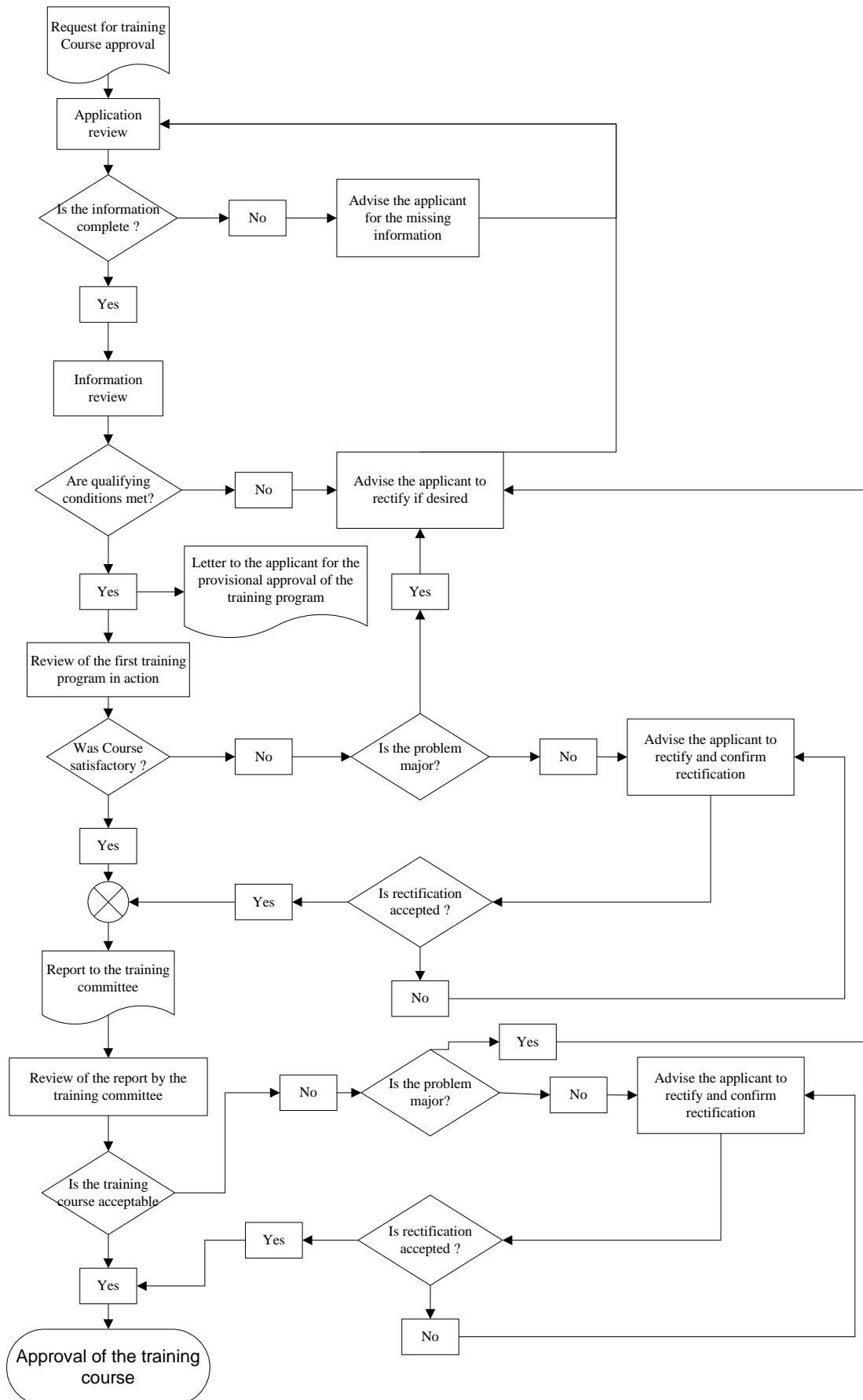
.....  
Signature of the Assessor

 A circular seal containing the text "Official seal of the Training Center".

Not Valid for Sea Service



**Appendix 3 - Course Approval Procedure**



**Appendix 4 - Information to be communicated prior to the commencement of each training course****Name of Training Centre***Title of Training Program**STCW Regulation and STCW Code Section under which the training course was conducted**Training course starting date (dd/mm/yyyy)**Training course ending date (dd/mm/yyyy)*

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>	<b>Column 6</b>	<b>Column 7</b>	<b>Column 8</b>
No.	Seafarers identification No.	Surname	Name	Rank	Date of birth	Nationality	Sex

*Column 1*      *Acceding number of trainee**Column 2*      *Seafarer` s identification No. (if exist)**Column 3*      *Seafarer` s Surname**Column 4*      *Seafarer` s Name**Column 5*      *Rank**Column 6*      *Date of birth (dd/mm/yyyy)**Column 7*      *Nationality**Column 8*      *Sex (M or F)*

**Appendix 5 - Information to be communicated with the completion of each training course****Name of Training Centre***Title of Training Program**STCW Regulation and STCW Code Section under which the training course was conducted**Training course starting date (dd/mm/yyyy)**Training course ending date (dd/mm/yyyy)*

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10
No.	Seafarers identification No.	Surname	Name	Rank	Date of birth	Nationality	Sex	Certificate No.	Average Marks

*Column 1*      *Acceding number of trainee**Column 2*      *Seafarer` s identification No. (if exist)**Column 3*      *Seafarer` s Surname**Column 4*      *Seafarer` s Name**Column 5*      *Rank**Column 6*      *Date of birth (dd/mm/yyyy)**Column 7*      *Nationality**Column 8*      *Sex (M or F)**Column 9*      *Certificate No. (Issued by the Training Centre)**Column 10*    *Average Marks*