

Commonwealth of Dominica**Office of the Maritime Administrator**

TO: ALL SHIPOWNERS, OPERATORS, MASTERS, OFFICERS, MARINE PERSONNEL, TRAINING INSTITUTIONS, FACILITIES AND TRAINING PROVIDERS, MANNING AGENCIES, AND RECOGNIZED ORGANIZATIONS

SUBJECT: Approval of Maritime Training Centers, Courses and Programs

PURPOSE: This Circular provides policy guidance on standards and procedures for the approval by Dominica of maritime training courses and programs used in qualifying candidates for original and renewal certificates of competence, special qualification certification and certification by endorsement to STCW 95 standards.

APPLICATION: This Circular applies to Training Institutions, Facilities and Training Providers seeking Dominica course and program approvals and to Recognized Organizations seeking authorization from the Administration to assess and certify Training Centers as Quality Registrars in behalf of Dominica.

REQUIREMENTS:**1.0 Important Dates**

1.1 STCW 1978 training course or program certificates are limited in both their acceptance and validity. Previous course or program approvals to STCW 78 standards are not acceptable for STCW 95 certification and are no longer to be accepted after the following dates.

1.1.2 New seafarers who have started their maritime training and/or sea service on or after 1 August 1998 must have completed approved training courses which are to the new STCW 95 standards. Existing seafarers who have started their maritime training and/or sea service before 1 August 1998 must complete the relevant training to STCW 95 standards not later than 1 February 2002.

1.1.2 Evidence of completion of the new STCW 95 training requirements which went into effect for all seafarers on 1 February 1997 must be provided to the satisfaction of the Administration before certification will be issued.

2.0 General STCW 95 Standards

2.1 The STCW Convention, Amended 1995, requires that all maritime training maintained or accepted by an Administration in order to give full and complete effect to the Convention and for the issuance and revalidation of certificates of competency must meet the mandatory minimum standards as specified in the amendments to the Annex of the Convention and the mandatory standards of Part A of the STCW Code to this Convention.

2.2 Each Maritime Training Center seeking acceptance of its training certificates of completion as evidence of compliance with the STCW Convention must have a program that is monitored by a certified Quality Standards System in accordance with STCW 95 Reg. I/8, Code Section A-I/8, and that is acceptable to or is accredited by a national government reported by the International Maritime Organization (IMO) as giving full and complete effect to the Convention, indicating that it is providing.

- .1 course curricula which meet at a minimum the requirements of STCW Code to the equivalent of "model" courses developed by the IMO;
- .2 sufficient training to refresh candidates' knowledge, understanding and proficiency in the areas required by the STCW Code;
- .3 modern and well maintained facilities that accommodate the students in a safe and comfortable environment conducive to learning;
- .4 visual aids for realism, including simulators where appropriate, which are modern, well maintained and sufficient for the number of students to be accommodated;
- .5 individuals who are appropriately qualified to conduct training and assessment activities;
- .6 an efficient and effective instructor/trainee/equipment ratio as to classroom and practical training and maintaining same as appropriate for the intended instruction;
- .7 where appropriate, written or practical examinations in the course material to each student of such a degree of difficulty that a student who successfully completes them would pass, on first attempt, an examination prepared by the Dominica; and
- .8 record keeping on each written examination or, in the case of a practical test, reports on such testing taken by students with a record of each student's classroom attendance being maintained for at least 5 years after the end of each student's enrollment.

2.3 When a student successfully completes the course or courses, including the examinations and practical demonstration required, the training center issue an appropriate course completion certificate in a form prescribed by the training center that is acceptable to the Administration.

2.4 At any time upon request by the Administration, the training center shall allow representatives of the Administration to:

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Commonwealth of Dominica, 32 Washington Street, Fairhaven, MA 02719 USA

registration@dominica-registry.com

- .1 inspect its facilities, equipment, and records, including scholastic records;
- .2 conduct interviews and surveys of students to aid in course evaluation and improvement;
- .3 assign personnel to observe or participate in the course of instruction; and
- .4 supervise or administer the required examination or practical demonstrations.

2.5 No major changes in an approved curriculum may be made unless that change is approved in writing by the Administration or a recognized organization acting on its behalf.

3.0 Written Requests

3.1 Maritime training center desiring to have the certificates of course completion they plan to be issuing accepted by Dominica STCW 95 certification must submit a written request to the Deputy Administrator (MARAD) or make a written request to an RO approved by MARAD for the courses or programs they wish to have approved by Dominica pursuant to the STCW 95 standards.

3.2 Written requests made by a Maritime Training Center directly to the Administration must be accompanied by the following information and materials:

- .1 a statement indicating the need for such approved training as mandated by international conventions, the STCW Code and as implemented by Dominica;
- .2 a list of the curricula including descriptions of and the number of classroom hours required in each subject area;
- .3 a description of the facility and equipment;
- .4 a list of instructors including the experience, background, and the qualifications of each instructor (each instructor must be certified as having completed a training course for instructors based on the IMO Model Course 6.09 or the equivalent);
- .5 the number of students enrolled per course with instructor/trainee/equipment ratios;
- .6 samples of course completion certification to be issued;
- .7 documentation as to accreditation by a national government reported by the IMO as giving full and complete effect to the Convention; or
- .8 documentation as to ISO 9002 quality standard system certification, or equivalent, verifying compliance to STCW 95 standards.

3.3 All supporting documentation not submitted in the English language must have an English translation attached.

3.4 The Maritime Training Center may make this submission directly to the MARAD or by submitting a certification issued by an authorized Administration Quality Registrar.

3.5 To date, the following organization(s) providing quality registration services in accordance with ISO 9000 standards have submitted STCW compliance assessment schemes acceptable to MARAD and have been approved to perform this function on behalf of Dominica:

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This information has been communicated to the Secretary-General of the IMO in accordance with Article IV, Regulation I/7, STCW Code Section A-I/7, and Regulation I/10, Para. 3 of the Convention.

4.0 Conditions for the Authorization of Recognized Organizations to act as Quality Registrar for the Certification of Seafarer Training Facilities on behalf of Dominica

4.1 Those International Association of Classification Societies (IACS) members that are providing quality systems certification as accredited quality registrars are authorized to review and certify training centers as Quality Registrars on behalf of Dominica, subject to verification of their STCW compliance assessment scheme which must meet the following minimum criteria.

4.2 The review of the training centers must be done in accordance with the minimum standards and procedures established by the Deputy Maritime Administrator for the approval of maritime training courses and programs as specified in this Marine Circular, which must be taken into consideration during the preparation and performance of an STCW compliance assessment

4.3 Each training course or program must be reviewed by the Quality Registrar to ensure compliance with the mandatory minimum standards of the STCW Convention, amended 1995, as specified in the Annex and Part A of the STCW Code to this Convention which shall be a part of the terms of reference for the quality system being used to monitor the training course or program being certified.

4.4 The Quality Registrar must submit an Audit Report to the Deputy Maritime Administrator for each training center reviewed which includes the following:

- .1 Identifies the training center reviewed;
- .2 Identifies the quality system auditors who made the document and onsite review of the training center providing verification of their qualifications;
- .3 Identifies the quality system standards or terms of reference (e.g. ISO 9002 or equivalent, STCW 95, etc.) and the scope of the certification upon which the review was made.
- .4 Specifies the Administration audit requirements which have been met;
- .5 Specifies the inclusive dates of the audit performed;
- .6 Specifies the courses reviewed and approved; and
- .7 Provides a copy of the certification issued to the training center which identifies the quality system standard used and the scope of courses approved and the authority, i.e. Flag, under which the certificate has been issued.

4.5 The certification issued to the training center is to be valid for a period of not more than five (5) years. Annual surveillance audits must be conducted and the results made available to the Administration as deemed necessary. In cases where major non-conformities are raised and/or it should become necessary to withdraw certification, the Administration must be notified.

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4.6 In addition to those qualification requirements already established by the Quality Registrar for its auditors, auditors should be in possession of Maritime Certificates of Competency or equivalent, which is pertinent to the field of knowledge under assessment.

5.0 Submissions from Maritime Training Centers and Recognized Organizations

All submissions are to be addressed to:

Deputy Maritime Administrator
Maritime Personnel Division
Dominica Maritime Registry, Inc.
32 Washington Street
Fairhaven, MA 02719 USA
registration@dominica-registry.com