

Commonwealth of Dominica



Office of the Maritime Administrator

- TO:** ALL SHIPOWNERS, OPERATORS, MASTERS, OFFICERS, MARINE PERSONNEL, TRAINING INSTITUTIONS, FACILITIES AND TRAINING PROVIDERS, AND RECOGNIZED ORGANIZATIONS
- SUBJECT:** Approval of Maritime Training Centers, Courses, Program and Providers
- PURPOSE:** To provide guidance on policies for the Administration's standards and procedures for the approval of maritime training courses and programs used in qualifying candidates for original and renewal of licensing, documentation and certification of qualification of competency in accordance with the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended, 1995 (STCW '95).
- APPLICATION:** Training Institutions, Facilities and Training Providers and Recognized Organizations seeking approval under the Dominica Marine Personnel Licensing, Documentation and Certification Program to serve as assessors and auditors of Training Institutions, Facilities and Training Providers on behalf of Dominica.

REQUIREMENTS:**1.0 Approved Marine Education and Training (MET) Providers**

STCW requires training to be provided by persons qualified to conduct training (qualified instructors) and requires mariners to demonstrate their skills to persons qualified to assess those skills (designated examiners).

Marine Education and Training Institutions, Organizations or Providers may seek Dominica approval to be recognized as course providers and assessors for the purpose of evaluating and assessing the requisite skills to satisfy a mariner's level of competency. Approval factors will include assessment of the individual courses intended to be presented, the curriculum, the adequacy of the physical facilities to be used, the internal

quality system and associated audit program, the record keeping system, and instructor qualification periodic assessment procedures.

The degree of complexity of the material to be assessed must be proportional to the size and breadth of the programs provided and the facilities available. Those facilities that offer a single course or a limited curriculum will not be expected to have as involved and detailed internal quality system as the larger institution, however, must adequately address the program presented.

- 2.0 Course Completion Certificates.** Course completion certificates must contain the signature of the approved instructor or director, the name of the course, the name of the school and the date of completion.
- 3.0 Records.** A training facility offering an Administration approved course must maintain a file containing the student's examinations, a report of practical tests administered, and a record of classroom attendance. If a course is approved for teaching in more than one location, the records may be maintained at one central location, identified in the approval package, at the training facility for at least one year after the end of each student's attendance. Arrangements may be made such that this required data is capable of being entered into the Dominica Electronic Record of Training maintained by DMRI. This is highly recommended so that it will facilitate issuance of renewal and upgrade documents, aid in the hiring of mariners by shipping companies, assist them in managing career advancement, as well as assisting in port State control verification efforts.

Marine Education and Training Institutions, Organizations or Providers may demonstrate their acceptability to Dominica by using Recognized Organizations, approved under the Dominica Marine Personnel Licensing, Documentation and Certification Program, to serve as assessors and auditors of Training Institutions, Facilities and Training Providers.

Dominica will designate the organization as an Administration-accepted QSA organization. Training that is reviewed and accepted by an Administration-accepted QSA organization will be termed "Administration-accepted." and will have the same weight and bearing as Administration-approved training. **Approved Curriculum and Courses.** Approved courses must be taught from an approved curriculum and any changes to the curriculum must be submitted for evaluation and written approval. All courses must, at a minimum, meet the requirements specified in the corresponding IMO model course outline.

- 4.0 Quality Standards Auditors.** Organizations may be recognized as having the necessary procedures in place to accept training on Dominica's behalf. Each organization will need to demonstrate its ability and the standards used to assess Marine Education and Training Institutions, Organizations or Providers that seek Dominica approval as course providers and assessors for the purpose of evaluating and assessing the requisite skills of the mariner.

Compliance with IMO "Guidelines for the Authorization of Organizations Acting on Behalf of the Administration," IMO Assembly Resolution A.739(18) and the Annex thereto is a basic prerequisite for acceptance of such organizations.

The organizations seeking permission to act on behalf of Dominica must submit their standards and procedures used to conduct the assessment of the individual courses to be presented to mariners, the curriculum, the adequacy of the physical facilities to be used, the internal quality system, the record keeping system, and instructor qualification and periodic assessment, a mechanism for acceptance of renewals as well as for addressing facility site changes, course and program changes, instructor changes and the associated follow up program. Additionally, organizations will need agree provide DMRI a timely listing of all marine education and training institutions, organizations or providers and courses accepted on behalf of Dominica as well as conduct to periodic audits by the DMRI and make such audit reports available to DMRI upon request.

- 5.0 Requests for Acceptance.** Organizations seeking recognition under the Dominica Marine Personnel Licensing, Documentation and Certification Program to serve as assessors and auditors of Training Institutions, Facilities and Training Providers on behalf of Dominica must submit their request to:

Marine Personnel Division
Dominica Maritime Registry, Inc. (DMRI)
32 Washington Street
Fairhaven, MA 02719

DMRI will review the application to ensure it is complete and in accordance with the above requirements.

- 6.0 Administration Oversight.** Dominica considers oversight of training programs to be of critical importance in ensuring compliance and ensuring that mariners are provided training that meets at least the minimum requirements. Oversight audits verify that stipulations of the Administration approval requirements followed.

- 7.0 Types of Audits.** There are three types of audits: announced, unannounced and customer survey. An announced audit may be conducted by either the Recognized Organization or DMRI. The purpose of an announced audit, is to review the records and to monitor a course with the knowledge of school personnel. An unannounced audit is conducted when representatives from the Administration attend the course anonymously. It may be by conducted by the Recognized Organization or DMRI. A customer survey audit is conducted by DMRI personnel who interview applicants when a certificate of completion from an approved course is submitted with a license application.

All audits are followed-up by a letter discussing the results of the audit. If an announced audit is conducted, the results will be discussed with school personnel prior to the auditors departure.

8.0 Period of Approval. Initial approvals are effective for a period of two years. Subsequent five-year renewal periods may be granted subject to a written request to the DMRI by the Recognized Organization.

9.0 Approval Renewal Requests. A request for the renewal of an approved course should be submitted to the recognized organization or DMRI as appropriate, at least 90 days before the current approval expires.

10.0 Administration-Accepted QSA Organizations

Det Norske Veritas
Veritasveien 1N-1322
Hovik, Norway