

## 4. Assessment visit: Compliance?

- **Select** the organisations and institutions to be assessed
- **Plan** and schedule assessment visit
- **Inform** the management of entities to be assessed
- **Keep** the assessment on track
- **Review** identified non-compliances with staff to understand failures and gather valid evidence
- **Wrap-up** assessment visit with staff and management informing of the main issues

## 4. Assessment visit: Compliance?

- Compliance / Non-compliance

### STCW

- ✓ Organisation , Methods
- ✓ Certificates and Courses
- ✓ Qualifications
- ✓ Equipments and Facilities

### QSS

- ✓ Manual, Documents & Records
- ✓ Quality Policy and Objectives
- ✓ Processes Monitoring
- ✓ Internal Audits
- ✓ Corrective actions
- ✓ Management review

#### 4. Assessment visit: Compliance?

- Evidence of Compliance / Non-Compliance
  - ✓ Documents and records
  - ✓ Interviews with staff (Management, Operational and Support Levels)
  - ✓ Review of equipment and facilities

## 5. Assessment Report

- Structure of the report
  - ✓ Introduction
  - ✓ Overview of the MET and Certification systems
  - ✓ General conclusion about compliance
  - ✓ Description of the non compliances
  - ✓ Improvement opportunities
  - ✓ Annex

## Round Tables for Discussion

- Assessment objective: to attain a judgment on the degree of compliance of the MET and Certification system with STCW requirements.
- Non-compliance:
  - Levels ?
  - Critical levels ?