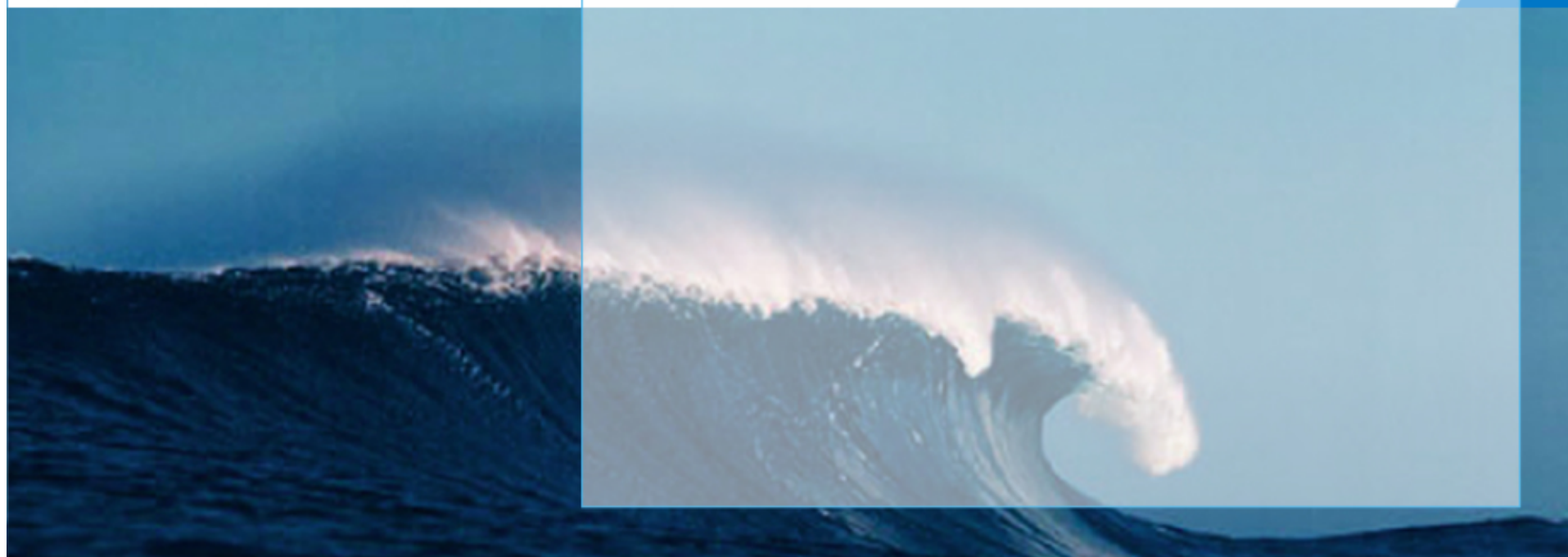


# Seafarers' Training and Certification Assessment Methodology



## Overview of the Methodology

1. The reference system
2. Assessment process
3. Desk top study
4. On site visit
5. Report

# 1 The reference system : STCW Convention

- Articles : Organisation and Operation of Certification and MET system
- Regulations and Code A
  - Chapter 1 : Organisation and Operation of Certification and MET system
  - Chapters 2 to 7 : Certificates of Competency and Courses
  - Chapter 8 : Watchkeeping (Included in PSC)
- Anti-fraud measures and Forgery prevention features for seafarers' certificates

# 1 The reference system : Data Structure

- MET Administration System Data
- MET Institutions Data
- Certification, Programmes and courses Data

# 1 The reference system : Data Structure

## MET Administration Data

1. Quality Processes – *Plan, Do, Check, Act* - (R I/8)
2. Qualification and Training of instructors, supervisors and assessors (R I/6, R I/8 & R I/12)
3. Issuance & Endorsement (Art. VI & R I/9)
4. Format (R I/2)
5. Medical standards (R I/9)
6. Registration (R I/9)
7. Consultation by others States (R I/9)
8. Prevention of Fraud (R I/5)
9. On-board Training Validation (R II/1 to 4 and R III/1 to 4)
10. Assessment of competence (R I/6)
11. Recognition (R I/10)
12. Revalidation (R I/11)
13. Equivalents (Art. IX)
14. Dispensation (Art. VIII)
15. Courses and Programs Approval (R I/6 & R I/8)
16. Monitoring of Maritime Training Institutions (R I/6 & R I/8)

# 1 The reference system : Data Structure

## MET Institutions Data

- 17. Quality Processes – Plan, Do, Check, Act - (R I/8)
- 18. Staff Qualifications and Training (R I/6, R I/8 & R I/12)
- 19. Trainees' Recruitment (R I/8)
- 20. Training Monitoring and Supervising (R I/6 & R I/8)
- 21. Training Facilities (R I/6 & R I/8)
- 22. Use of Simulators (R I/6 & R I/12)
- 23. Examination Process (R I/6 & R I/8)
- 24. Issuance of document of evidence (R I/6 & R I/8)
- 25. Course Review and Approval Process (R I/8)
- 26. Governmental Monitoring (R I/6 & R I/8)

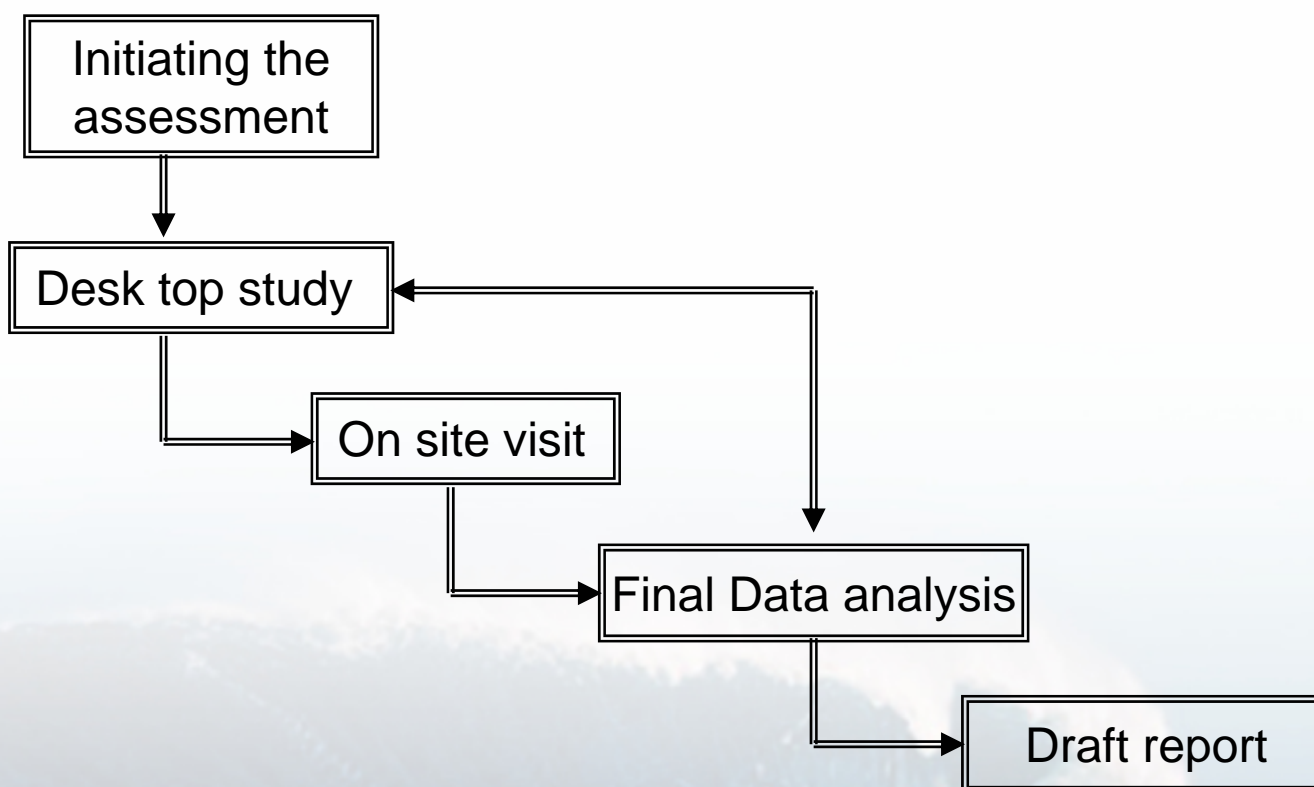
# 1 The reference system : Data Structure

## Certification, Programmes and courses Data

- Certificate of Competency
  - Deck department : all,
  - Engine department : all over 750 kW
  - All required certificates or documentary evidence regarding the chapter IV to VI.
- Programmes and courses
  - All required approved programmes and courses related to the above mentioned certificates



## 2 Assessment process





### 3 Desktop Study

- Documentation review
- Findings tables

### 3 Desktop Study : Documentation Review

- Building knowledge on the MET and Certification system
- National provisions
- Quality documents
- Detailed syllabus

## 3 Desktop Study : Finding Tables

### MET Administration System

STCW Process	National Provisions	Quality documents	Office Name	Status	Compliance
Issue	reference	reference	Name	Gov	Yes
Approval	No	No	Name	Gov	No

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### Certification, Programmes & courses

CoC	STCW ref.	Age	Programme compliance	Sea service	Sea going training	GMDSS	...	Compliance
OOW	R II/1	Yes	Yes	Yes	Yes	Yes		Yes
Sd Engineer Of.	R III/1	Yes	No	Yes				No