

Commonwealth of Dominica



Office of the Maritime Administrator

Policy Letter: **02-15 – Approval of Maritime Training Centers, Courses and Programs**

Applicability: **All Commonwealth of Dominica certified or documented seafarers**

REQUIREMENTS:

1.0 General

- 1.1 The STCW Convention requires that all maritime training maintained or accepted by the 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 the Convention.

- 1.2 Each Maritime Training Center seeking acceptance by the Administration of its training certificates of completion as evidence of compliance with the STCW Convention must be maintaining a program that is monitored by a certified Quality Standards System in accordance with STCW Reg. I/8, Code Section A-I/8, acceptable to the Administration 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 Commonwealth of 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.
- 1.3 When a student successfully completes the course or courses, including the examinations and practical demonstration required, the training center must be issuing an appropriate course completion certificate in a form prescribed by the training center that is acceptable to the Administration.
- 1.4 At any time upon request by the Administration, the training center shall allow representatives of the Administration to:
- .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.
- 1.5 No major changes in an approved curriculum may be made unless that change is approved in writing by the Administration.

2.0 Certification

- 2.1 Maritime Training Centers seeking approval should be certified by the host country from which the Center is conducting training and said country should be recognized by the Secretary General of the International Maritime Organization as to giving complete and full effect of the International Convention on Standards of Training and Certification for Watchkeepers and Seafarers, as amended.
- 2.2 Maritime Training Centers must seek certification from an approved recognized organization or the Administration. DNV GL, who is providing quality registration services in accordance with ISO 9001:2000 standards, has submitted a STCW compliance

assessment scheme acceptable to the Administration and has been approved to perform this function on behalf of the Administration as QR.

- 2.3 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.

3.0 Requirements of authorized Administration Quality Registrars

- 3.1 The IACS member listed in above which is providing quality systems certification as accredited quality registrar is authorized to review and certify training centers as QRs on behalf of the Administration must meet the following minimum criteria.
- 3.2 The review of the training centers must be done in accordance with the minimum standards and procedures established by the Administration for the approval of maritime training courses and programs as specified in this Policy Letter, which must be taken into consideration during the preparation and performance of an STCW compliance assessment.
- 3.3 Each training program or course must be reviewed by the QR to ensure compliance with the mandatory minimum standards of the STCW Convention 1978, as amended, and as specified in the Annex and Part A of the STCW Code to the Convention which shall be a part of the terms of reference for the quality system being used to monitor the training program or course being certified.
- 3.4 The QR must submit an Audit Report to the Administration for each training center reviewed which shall include 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 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 which the audit was 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.

- 3.5 The certification issued to the training center is to be valid for a period of not more than five (5) years. Annual surveillance audits may be conducted and the results made available to the Administration. In cases where major nonconformities are raised and/or it becomes necessary to withdraw certification, the Administration must be notified.
- 3.6 Maritime Training Centers that are not approved by the Dominica Maritime Administration may be accepted if the training/instruction has been approved by an STCW “White Listed” party. The Maritime Training Center will have to submit an application for recognition, along with a copy of the last audit report from the recognizing IMO white listed party and may be subject to a preapproval and/or periodical audit.
- 3.7 All Maritime Training Centers that are seeking approval from the Dominica Maritime Administration must submit an application for recognition and may be subject to a preapproval and periodical audit.
- 3.8 The Dominica Maritime Administration reserves the right to revoke approval of any Maritime Training Center at any time.

4.0 Requesting Maritime Training Center Approval

- 4.1 To request approval of a Maritime Training Center the Maritime Training Center Application please contact the Dominica Mariner Certification Department:

Mariner Department
Commonwealth of Dominica Maritime Registry Inc.
32 Washington Street
Fairhaven, MA 02719
United States

Tel: +1-508-992-7170
Fax: +1-508-992-7120
Email: mariner@dominica-registry.com

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