

ပြည်ထောင်စုသမ္မတမြန်မာနိုင်ငံတော်အစိုးရ
 ပို့ဆောင်ရေးဝန်ကြီးဌာန
 ရေကြောင်းပို့ဆောင်ရေးညွှန်ကြားမှုဦးစီးဌာန

ရက်စွဲ၊ ၂၀၁၄ ခုနှစ်၊ ဒီဇင်ဘာလ ၃၀ ရက်

ညွှန်ကြားချက် (၃၄ / ၂၀၁၄)

အကြောင်းအရာ။ Staff Training Procedure အားလိုက်နာဆောင်ရွက်ရန်ကိစ္စ

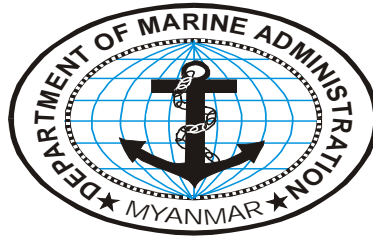
ရေကြောင်းပို့ဆောင်ရေးညွှန်ကြားမှုဦးစီးဌာန၊ ရေကြောင်းအင်ဂျင်နီယာဌာနခွဲ၊ Flag State Survey ဌာနစုတွင် တာဝန်ထမ်းဆောင်မည့် ဝန်ထမ်းများ ကျွမ်းကျင်မှုပြည့်ဝစွာ ထမ်းဆောင်နိုင်ရန်နှင့် လေ့ကျင့်သင်ကြားမှု အစီအစဉ် စနစ်တကျဖြစ်စေရန်အတွက် ပူးတွဲပါ Staff Training Procedure တွင်ပါဝင်သော အစီအစဉ်များအား လိုက်နာဆောင်ရွက်သွားရန် ညွှန်ကြားလိုက်သည်။

ညွှန်ကြားရေးမှူးချုပ်
 ရေကြောင်းပို့ဆောင်ရေးညွှန်ကြားမှုဦးစီးဌာန

- ဖြန့်ဝေခြင်း
- ညွှန်ကြားရေးမှူး (ရေကြောင်းအင်ဂျင်နီယာဌာနခွဲ)
 - ညွှန်ကြားရေးမှူး (ဥပဒေနှင့်နည်းပညာစံများဌာနခွဲ)
 - ညွှန်ကြားရေးမှူး (စီမံရေးဌာနခွဲ)

မိတ္ထူကို
 - ရုံးလက်ခံ/ မျှော

THE REPUBLIC OF THE UNION OF MYANMAR



MINISTRY OF TRANSPORT AND COMMUNICATIONS
DEPARTMENT OF MARINE ADMINISTRATION
MARINE ENGINEERING DIVISION

Staff Training Procedure

Date: 27.1.2018

Resvise-01

Staff Training Procedure

1. Policy

The Marine Engineering Division shall identifies personnel training needs, provides required training, and evaluates the effectiveness of the training provided. Personnel assigned to perform specific tasks, operations, and processes are considered qualify on the basis of appropriate education, experience, or training. The staffs are made aware of the relevance and importance of their activities and how they contribute to the achievement of quality objectives. Records of personnel qualifications and training are maintained.

2. Objective

The purpose of this training procedure is to provide guideline to be follow and understood by staffs involved in survey and certification process .

3. Identification of training needs and awareness programs

- 3.1 The Director is responsible for identifying training needs and awareness programs for the organization.
- 3.2 In addition, training needs are often identified in response to corrective or preventive action requests (CARs), as nonconformities may be caused by inadequate training.

4. Awareness and training programs

- 4.1 Marine Engineering Division provides internal training or take other action to achieve the necessary competence as follows.
 - **New appointment staff**—On Job Training must be regularly carried out for new appointment staff.
 - **Staff updating Training** — Staff updating Training must be carried out yearly for all staff.
 - **External training** — External seminars, conferences, and courses. Provided to individual staff on as-needed basis.
 - **Self-study** — Studying Work Instructions, Internal Directive , and circulars. While all the staff are encouraged to broaden their knowledge through reading, in some cases self-studying may be required as formal training.

5. Training Syllabus for new staff

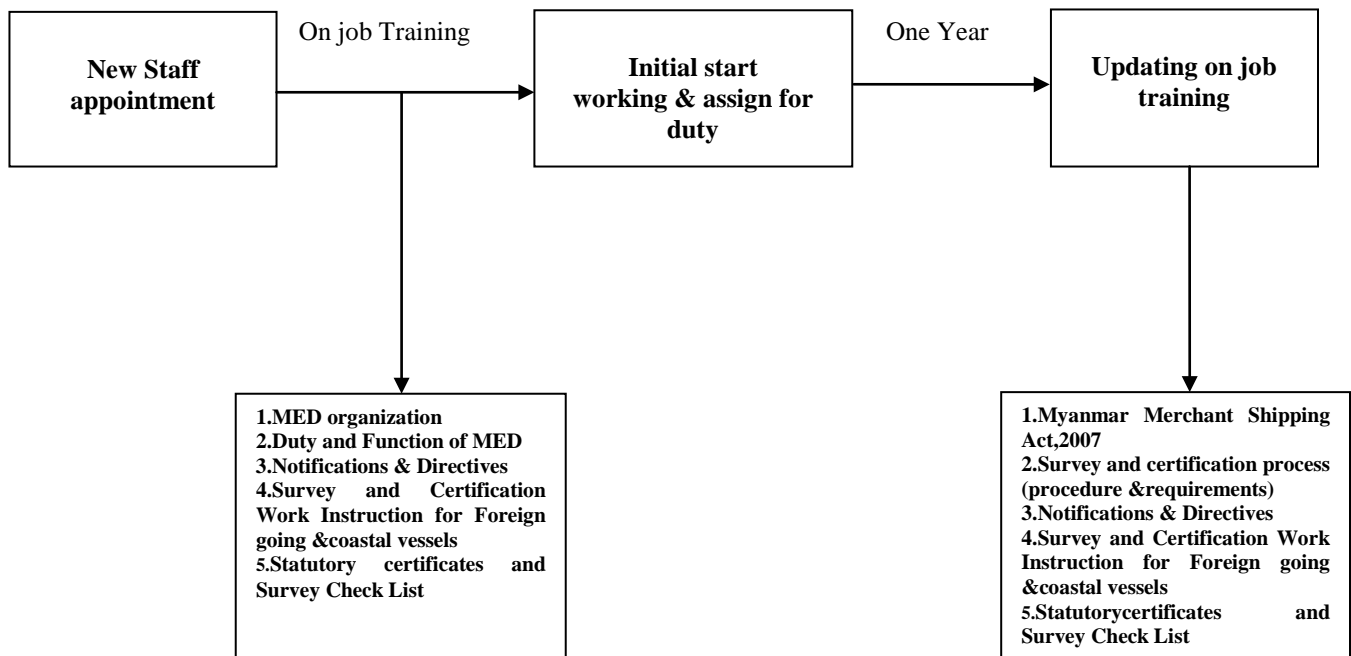
- 5.1 Marine Engineering Division Organization & Duty and Function
- 5.2 Survey and Certification Work Instruction for Foreign going & Coastal vessels

- 5.3 Notifications & Directives
- 5.4 Survey and Certification Work Instruction for vessels
- 4.5 Statutory certificates and Survey Check List

6. Updating Training Syllabus

- 6.1 Myanmar Merchant Shipping Act, 2007
- 6.2 Survey and certification process (procedure & requirements)
- 6.3 Notifications & Directives
- 6.4 Survey and Certification Work Instruction for Foreign going & coastal vessels
- 6.5 Statutory certificates and Survey Check List

7. Flowchart for Staff Training



8. New Staff On job Training Record

NAME

SECTION

DATE OF JOINING

No.	Date	Description	Remark
1.	DAY 01	Marine Engineering Division Organization & Duty and Function	
2.	DAY 02	Survey and Certification Work Instruction for Inland vessels	
3.	DAY 03	Notifications & Directives	
4.	DAY 04	Survey and Certification Work Instruction for Foreign going & coastal vessels	
5.	DAY 05	Statutory certificates and Survey Check List	

STAFF OFFICER

ACCEPTABLE

YES	NO
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DEPUTY DIRECTOR

SIGNATURE

9. Assessment record for Staff (Induction/updating) Training program

(in accordance with QOP 62-01,the new engaged staff who was provided induction (or)update training and awareness program for one week from the joining date)

Name of Staff -----
Position -----
Section -----
Joining Date -----

- 1. Did she/he complete the Induction or updating training? Yes. No.
- 2. Did she/he understand MED organization set up? Yes. No.
- 3. Did she/he understand duties and functions of MED? Yes. No.
- 4. Did she/he know Notifications, circulars, directive of Flag state survey section? Yes. No.
- 5. Did she/he know procedure and work instruction of Flag state survey section? Yes. No.
- 6. Did she/he know survey check list items and statutory certificates? Yes. No.
- 7. Did she/he gain knowledge about different types of vessels? Yes. No.

Comment of Surveyor/Deputy Director(if any);

Satisfactory Unsatisfactory

Remark; If she/he did not meet satisfactory result:(follow up action)

Signature-----

Date;-----

10. Staff Training Timetable

Staff On-job Training Course Timetable

Date	Time	Subject	Remark
Day 1 ()	9:30 ~ 16:30	MED Organization	Self-study
Day 2 ()	9:30 ~ 16:30	Duty and Function of MED	Self-study
Day 3 ()	9:30 ~ 16:30	Notifications & Directives	Self-study
Day 4 ()	9:30 ~ 16:30	Survey and Certification Work Instruction for Foreign going & Coastal vessels	Self-study
Day 5 ()	9:30 ~ 16:30	Statutory certificates and Survey Check List	Self-study

Staff Training Updating Course - / Course Timetable

Date	Time	Subject	Instructor
Day 1 ()	08:00 ~ 09:30	Myanmar Merchant Shipping Act, 2007	
Day 2 ()	08:00 ~ 09:30	Survey and certification process (procedure & requirements)	
Day 3 ()	08:00 ~ 09:30	Notifications & Directives	
Day 4 ()	08:00 ~ 09:30	Survey and Certification Work Instruction for Foreign going & Coastal vessels	
Day 5 ()	08:00 ~ 09:30	Statutory certificates and Survey Check List	