

REPUBLIC OF THE UNION OF MYANMAR
MINISTRY OF TRANSPORT
DEPARTMENT OF MARINE ADMINISTRATION

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Date: 31st July 2013

Directive (4/2013)

“Approval and Operation Procedures for MET Training Centre”

Applicable to: All Training Centre and Workshops, Myanmar Maritime University, Myanmar Mercantile Marine College.

1. In the exercise of the power of Section 294(B), paragraph (b) Myanmar Merchant Shipping Act, Department of Marine Administration has formulated the mandatory procedure for required documentation for the approval of training centres, courses, programs and training systems to implement STCW 78, as amended to ensure full and complete effect.
2. It has been noted that procedure for the approval of training centres, courses, programs and training systems are required to meet the quality standard as stated in Regulation I/8 of STCW Convention. Thus they shall be submitted documents and materials to DMA in respect of implementing of Quality Standard System.
3. The complete documentation of the training program or training system are required to be approved, shall be submitted as basis for the approval verification process. This documentation shall comprise all necessary organizational and heading overall documents of the system as well as at least the essential frame work of the training program or training system.
4. It is directed to forward in specific details the training program or training system, herewith a copy of **Directive (4/2013)** issued on 31st July, 2013 by the Director General of DMA. These procedures pertain to the approval of Institutes for imparting training and they are applicable for all the training courses. These procedures should be read in conjunction with the existing Circulars, Directives, or other orders issued by DG.

Maung Maung Oo
Director General
Department of Marine Administration
Ministry of Transport

**Directive of
Approval and Operation Procedures
for MET Training Centre**

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Part I

Administration and approval

Importance of Education and training

1. Safety and efficiency of ships are dependent upon the professional competence and dedication to duty, of the seafarers on board the ships. To achieve this, Maritime Education and Training (hereafter MET), and within that, the training, is of vital importance. All Institutes and training centres that conduct, or intend to conduct courses, should aim at excellence and abide by these procedures as set forth herein. Where considered necessary, additional norms may be issued by the Director-General of Department of Marine Administration (hereafter DG) for different categories of Education and training courses. The DG reserves the right to change, add, modify, revoke or replace these norms, or any part thereof, whenever considered necessary by him. To ensure that the competence of Myanmar seafarers is accepted throughout the world, improvements have been made from time to time in the training of seafarers in Myanmar. With advance in technology, and consequent changes especially due to STCW 78 as amended, the international concept and practice of maritime training has undergone major changes in quality and quantity. To increase the supply of trained seafarers, the Government began to encourage maritime training in the private sector on a large scale in 2010. DG, who is the designated authority in Myanmar for all matters concerning merchant shipping, has been issuing directives, whenever necessary to ensure that international standards are complied with by all Training Institutes and Centres (hereafter Institute) in Myanmar. These are now consolidated, and supplemented through the present procedure. These procedure is required to be read with the existing Circulars, or other orders issued by DG.

Entry into force

2. All Institutes and training courses are required to follow these procedures with effect from the date mentioned at the end of these procedures. Where the Institutes are already approved prior to the issue of these procedures, their approvals are deemed to have incorporated these procedures. Where time is required for implementation of the procedures relating to land requirement and shifting premises [please see 2.1, 2.2 and 2.22], compliance shall be made by 31st July 2013. Thereafter specific extension will be considered on basis of merits of individual cases. Failure to abide by the procedures or to obtain extension of time before the expiry of the period may result in approval being withdrawn.

Objectives of Maritime Education and Training (MET)

3. On completion of training, the officers and ratings join ships, and are required to be able to man the ships effectively and to know the manner of working and of behaving in their respective working areas in all formal and informal contexts on board the ship and elsewhere. Bearing this in mind, it is imperative that facilities for officers and ratings undergoing Education and courses in maritime training Institutes be provided in adequate measure, and more. By placing emphasis on classroom and outdoor activities such as parade, physical training, swimming, boat work, outdoor games, extra-curricular activities, etc., the candidate is expected to be fully oriented to be suitable for the seafaring profession. Cheerful obedience to orders of superiors, team spirit, leadership and other seaman-like qualities will have to be developed in them. Candidates passing out of approved Institutes would have to be of required standard in knowledge, competence and behaviour. Hence only Institutes that fulfil these norms will be considered by DG for approval to impart MET.

Entities eligible for approval

4. (A) **Approval to Institute** Hereafter approval of DG has to be sought for any Institute, prior to running any maritime course. All existing Institutes conducting any DG approved course as on date when these procedures come into effect to have approval from DG.
- (B) **Form of Institute** The existing Institutes have to convert themselves into one of these approved entities by the prescribed date unless extended by DG on consideration of merits of the case.

Procedure for approval to the Institute

5. (A) **Approval to the Institute** In future, Institute which desires to conduct any maritime training including education and training courses shall have obtained the approval of DG. Only an approved Institute will be eligible to conduct any of the Maritime training courses.
- (B) **Application for approval to the Institute** The proposed Institute shall apply to DG for approval of Institute in proforma enclosed (**Appendix - I**). The application should contain details such as:
 - (1) Name of the Institute;
 - (2) The form of organisation which proposes to run the courses;
 - (3) Business plan of the Institute;
 - (4) Tentative list of courses Institute wants to conduct; and
 - (5) CV of Captain, Superintendent, or Director or Principal for Maritime Unit.
- (C) **Fees** The Training Institute (including all existing Training Centres) shall pay the non-refundable processing fee of Ks. 1,000,000/- along with application for approval to the Institute.
- (D) **Issue of approval** On scrutiny and inspection of the proposal by the relevant MET section, and on successful compliance with the general requirements necessary for running maritime training courses, DG will issue approval to the Institute as **Appendix - II**
- (E) **Validity of approval** If an approved Institute does not commence or conduct any approved course/s within a period of **one year**, the approval of DG shall be deemed to have lapsed automatically.

Name of Institute

6. Name of Institute is required to approve by DG. No Institute will be allowed to use or continue to use for the training Institute any title or name which may suggest that already used by another Institute.

Authorized signatories

7. All Institutes should forward the names and specimen signatures of two persons who are respectively the authorized representative and alternate representative to deal with DG.

Ban on conducting courses not approved by DG

8. Normally a Maritime Training Institute approved by the Director-General of DMA should conduct only courses approved by DG. This is important to give clear picture to the candidates

who join the course on the strength of approval of DG. The Institute should not conduct non-DG approved course which may mislead the candidate into thinking that all courses run by the Institute are-DG approved. The existing training Institute conducting such unapproved courses should approach the DG with the details before starting the course, and abide by the orders of the DG in that regard. A clause should be added in the prospectus and/or brochures and/or advertisements of the concerned non-DG approved courses mentioning that “This course is not approved by Director-General of DMA, Yangon”.

Proposal for provisional approval to the course:

9. The Institute is required to forward initial proposal for provisional approval for the course in the format prescribed at **Appendix-III**, along with the non-refundable processing fee, laid down by DG by circulars. The Institute is also expected to indicate the time required to raise necessary infrastructure. The proposals for new courses will be scrutinized by the DG. On confirmation that the proposal complies with the procedures, the Institute will be issued provisional approval for each course & increase in capacity, to enable the Institute to raise the infrastructure. **Appendix -IV**

Preparation of infrastructure

10. The Institute shall confirm the availability of the facilities and readiness for inspection and forward documents like course material, bio-data of faculties, time-table etc. to DG with respect to following:

- (A) Part 'A' - Administration;
- (B) Part 'B' - Course staff;
- (C) Part 'C' - Equipment, publications & details of library facilities;
- (D) Part 'D' - Facilities; and
- (E) Part 'E' - Conduct of courses.

11. On receipt of the documents and confirmation by the Institute and after successful scrutiny, the DG may request the concerned relevant MET section to inspect the Institute and to verify that Part 'A', 'B', 'C', 'D' and 'E' as referred to in the proposal are physically in place **Appendix -V**. The Institute shall contact the concerned MET Section after one month (for verifying documents) from the date of issue of letter from DG for inspection under intimation to the DG, failing which the proposal will be treated as cancelled and the fees deposited will be forfeited.

Final approval to the course by DG

12. The concerned MET Section should carry out the inspection and submit the report of inspection along with observations/ deficiencies to the DG, within one month from the date of contact by the Institute for this purpose. The MET Section shall clearly point out the nature of nonconformity (major/ minor) in its report. Major nonconformities will have to be rectified by the Institute. The said rectification will be verified by the concerned members of MET Section or by Surveyors appointed for this purpose. On receipt of the report from the MET Section, the Nautical and Engine Training Division with the help of Technical Advisers in DG will scrutinize the report. On being satisfied that all requirements have been met, the final approval will be issued by

DG in the format enclosed at **Appendix- VI**. Approval shall be permanently displayed at all times in a conspicuous place in the Institute.

Schedule of Classes

13. The Institute shall conduct classes only from Monday to Friday and in one shift only. Saturdays should be excluded from the course plan. No class shall be conducted on Sundays.

Duration of the course

14. The duration of the course shall be as prescribed separately for each category of Education and training course. The entire teaching in a week will consist of about 45-55% time devoted for lectures and the balance for tutorial and practical.

Daily Log-book

15. During the course period, the Institute shall maintain a daily log-book, written up by the Officer on Duty and countersigned by the course-in-charge. It shall contain the following details:

- (A) Name of the Institute;
- (B) Day and Date;
- (C) Period covered: 0900 hours previous day to 0900 hours present day;
- (D) Number of candidates on the rolls;
- (E) Number of candidates absent, with reasons thereof - leave, sick, etc.;
- (F) Names and designations of persons on duty;
- (G) Names and designations of faculty absent, with reasons thereof – leave, sick, etc.;
- (H) Routine extra-curricular activities;
- (I) Routine academic activities;
- (J) Any extra-ordinary events;
- (K) Any breach of discipline, and action taken thereon;
- (L) Times of interruption of main electric supply;
- (M) Times when alternate source of power switched on and off; and
- (N) Any other matter of significance not covered above.

Records of Institute

16. The Institute shall maintain records, advertisements and brochures as set out separately for each category of Education and training course.

Quality standards

17. Every Institute shall have an established quality system of the applicable ISO standard, or approved equivalent, within six months of the commencement of its Provisional DG-approved course and any new DG-approved course thereafter.

Part II

Campus

Location of Institute

18. Some of the Institutes are conducting courses at many locations. Hereafter, approval to the new courses will only be given when all courses proposed are to be conducted within the same campus. This will be applicable whether the courses being conducted are Education and or post-sea. The Institutes which are already approved to conduct courses at different locations should ensure that all courses are restricted to one location by 1st July 2013 or specific extension thereafter. After the prescribed period, the approval shall be withdrawn from all non-compliant training Institutes for all the courses.

Address for correspondence

19. All correspondence with the Institute will be made only on the address where the Institute is physically located.

Classrooms Condition

20. Classrooms shall be air-conditioned or have natural ventilation and be provided with adequate lighting and fans. Noisy or heavy density of public environment shall not be allowed.

Class-room size

21. The area requirement of the class rooms and tutorial rooms depends upon the number of students and type of seating arrangement. There shall be provisions for a platform, a table and a chair for the teacher. In a class, frequently students make use of a data book, a calculator and notebook. As such the student will require a larger desk (especially for Chart Work) as compared to the requirements of classes for students of general education.

Area

22. The size of the classroom for students shall be as given below:

No. of students	Area of room
20	Not less than 30 m ²
40	Not less than 50 m ²
Between 20 & 40	Between 30 & 50 m ²

Black/ white board

23. Black/white board with chalk/marker pens of different colours shall be sufficiently provided in each classroom.

Overhead projector

24. An overhead projector shall be provided in each classroom, suitably located for instant use without obstruction to students.

Screen

25. A white screen of matt finish to be provided, suitably mounted, for use with the overhead projector.

Library-cum-reading room

26. A dedicated library-cum-reading room of not less than 20 m² per 40 candidates shall be provided adequately stocked and furnished. Newspapers and magazines, technical and general, shall be provided. Control of the ambient temperature shall be provided as prescribed for classrooms. Preferably, a qualified librarian shall be in charge of the library-cum-reading room.

Audio-visual equipment

27. The Institute shall have adequate audio-visual materials including TVs, video/ CD players, appropriate video tapes/ CDs, CCTV cameras, Video recording and central control system (for course monitoring and control), etc.

Computer and projection facility

28. It is recommended to provide for a computer and projector for PowerPoint presentations in classrooms whenever required.

Communication facilities

29. (A) **Internet:** Internet shall be available on the campus for use by candidates on holidays and after-hours on working days. At least two Internet workstations shall be provided for every 40 candidates.
- (B) **Photocopying:** Candidates shall have access to photocopying facilities within the campus; however, copyrights of publishers must not be infringed.

Part III

Faculty

Faculty Strength

30. The number of candidates in a lecture class shall not exceed 40. For practical and other work where greater inter-action is necessary, the class should be sub-divided into groups of not more than 8 candidates per instructor. At least 50% of the faculty in each category must be on full-time employment of the Institute. The minimum faculty strength for a batch shall be as prescribed separately for each category of Education and training course.

Separate course-in-charge for each course

31. Where the Institute is running more than one course, each course should have different course personal in-charge.

Visiting faculty members and guest lecturers

32. In view of the paucity of teachers in specialised subjects and in order to cater to instructional requirements, visiting faculty members may be resorted to, as and when necessary. However, too much of dependence on visiting/part-time faculty members should be avoided. At any time, the Institute should have on its rolls a minimum of 50% permanent faculty members. The Institute should arrange as many guest-lectures as possible, by distinguished persons from the industry, and having managerial responsibilities related to the course.

Qualifications and attributes of faculty

33. (A) Only properly trained and qualified personnel should impart training and instruction.
(B) All faculty members shall have undergone an appropriate, approved 'Training of Trainers' course or equivalent accepted by DG.
(C) Faculty members should be capable of clear, loud, vocal communication in English.
(D) The qualifications of the course-in-charge and faculty members shall be as prescribed separately for each category of Education and training course.
(E) **Maximum age of Principal/ Director/ Captain/ Superintendent/ Dean/ Faculty and Instructor** The maximum age of Principal/ Director/ Captain/ Superintendent/ Dean/ Faculty and Instructor shall not exceed 65 years. Extension beyond 65 will have to be sought in advance, and shall be granted by the DG depending on the merits of the case.

Part IV

Course facilities and fees

Course strength

34. The number of students shall be 40 per course and in multiples of 40 thereafter.

Admission standards

35. Admission standards shall be as prescribed separately for each category of Education and training induction course. The Institute must follow these standards strictly and no approval for deviation shall be given. In case it comes to the notice of DG that Institute has given admission to any candidate who does not fulfil the eligibility criteria, this will be treated as misconduct by the Institute and it shall be liable for penal action including withdrawal to the approval of the course.

Course content

36. The course content and the distribution of hours for each topic/activity may be given separately for each category of Education and training induction course. These must be strictly adhered to.

Detailed teaching syllabus

37. Teaching syllabus shall be as prescribed for each category of Education and training induction course.

Text-Books

38. Text-books shall be as may be prescribed separately for each category of Education and training course.

Course dates

39. In order to maintain uniformity, the date of commencement of Education and training courses shall strictly be first working day of the month.

Evaluation and monitoring

40. The Institute and Centre shall always have a demonstrable system for continuous evaluation and continual improvement, during the course of training, to ensure that the course objectives are being attained.

Part V

Disciplinary action

Types of Nonconformities

41. (A) **Major Nonconformity** Intentional violation of the instructions of the DG with a motive to circumvent rules/guidelines, and profession of any unlawful practice shall be classed as a major nonconformity. Any change from contents of the approved documents in Part A, B, C, D and E which is intentional and evident in the principles and practice of the Institute shall be treated as major nonconformity. Major Nonconformity shall comprise of any item such as:
- (1) Enrollment of the number of students in excess of approval,
 - (2) Admission to ineligible candidates,
 - (3) Inadequacy of the faculty to impart training,
 - (4) Irregularities in fees,
 - (5) Irregularities in teaching hours and
 - (6) Break-down of general discipline
 - (7) Any other significant lapse from the procedures.
- (In the event of such nonconformities being noted during inspection, they should be reported to the DG immediately.)*
- (B) **Minor Nonconformity** Minor Nonconformities are defined as those which can be rectified within short time but do not contravene anything in the approved documents, and be a mere aberration in practice.

Rectification of Nonconformities

42. After the nonconformities has been noted by any inspecting authority, it is necessary that following procedure be adopted:
- (A) The nonconformities must be noted down immediately and duly endorsed by the surveyors and the Institute authorities as stated earlier.
 - (B) In case of a major nonconformities - a warning is to be given to the institution to rectify immediately or over a specified period of time. Simultaneously a report should be made out to the DG with clear and specific recommendations.
 - (C) In case of a minor nonconformity - a warning should be issued to the Institute and they should be given a specified period of time to rectify.
 - (D) In case of observations, they should be conveyed to the Institute. The period of time for rectification of nonconformity must be clearly spelt out to the Institutes. It should generally be not more than two weeks.

Withdrawal of approval

43. (A) **Categories of withdrawal** Detection of any major nonconformity may lead to imposition of penalty of withdrawal of approval of the course. Withdrawal can be either temporary or permanent. Permanent withdrawal can be for the course, or for the Institute. Permanent withdrawal for the Institute can be ordinary, or immediate. These categories are explained below.

- (B) **Temporary withdrawal of approval** Temporary withdrawal means that the batch/es which are being actually conducted shall be allowed to run and be completed so as not to adversely affect the students doing the said courses, and on completion on due date, no fresh batches shall be allowed to join. If the Institute has already admitted students to the next course, collected fees etc, it shall return the fees and intimate the students about temporary withdrawal of approval, and shall not conduct the next course. If there is any violation of this procedure, then it shall automatically result in the permanent withdrawal of approval by DG. On compliance with the nonconformity pointed out by the inspecting authority, and on approval by the competent authority, the temporary withdrawal may be rescinded and the batches for the approved courses can begin once again as per relevant criteria and procedure for the course at the time of restoration of approval.
- (C) **Permanent withdrawal of approval** Permanent withdrawal means that the permanent discontinuation of the course after the current batch completes that particular course. Thereafter no batch shall be conducted, and the approval to the course will be permanently withdrawn. If the deficiencies as a result of which the approval to the course was permanently withdrawn have been rectified to the satisfaction of the inspecting authority, then the course should be applied for once again, and after payment of non-refundable processing fees and the necessary inspections, approval may be granted but not in any case prior to the lapse of a period equal to three batches of that course.

Procedure for withdrawal

44. Usually notice will be issued by the DG indicating the specific nonconformity and the category of withdrawal contemplated, and the period within which reply should be given. Thus, opportunity will be given to the Institute to present its side prior to the final decision on any withdrawal/cancellation. However in the event of immediate withdrawal, it will not be possible to issue the usual notice with the usual time.

Part VI

Effective date

Effective date of implementation of guidelines

45. These procedures shall come into force with effect from 31st July 2013, except already in force, and also except those specifically provided to come into force by 31st January 2014 or thereafter on merits of the case.

CHECKLIST FOR APPROVAL OF INSTITUTE

Sr. No.	Subject	Description	Submitted		Remarks
			Yes	No	
1.	<i>Name of the Institute</i>				
2.	<i>Address</i>				
3.	<i>Telephone / Fax</i>	<i>Tel:</i> <i>Fax:</i>			
4.	<i>E-Mail</i>				
5.	<i>Business Plan of the Institute</i>				
6.	<i>Layout of the premises</i>				
7.	<i>Name of the Registered Institute/ company</i>				
8.	<i>Name of the member of the Management Section or other Authorized signatory on behalf of person I/C of Institute/ Company (Documentary evidence to be attached)</i>				
9.	<i>Resolution passed by such Registered Institute/ Co. mentioning that they want to run/start the training Institute indicating the name of such Institute. (Attested resolution to be attached)</i>				
10.	<i>Courses which Institute proposes to conduct</i>				

Sr. No.	Subject	Description	Submitted		Remarks
			Yes	No	
11.	<i>Name of the head of the Institute</i>				
	<i>(a) Qualification</i>				
	<i>(b) Experience</i>				
	<i>(c) Teaching Experience</i>				
12.	<i>Name of the Principal/Director/Capt Supdt. (CV to be attached)</i>				
13.	<i>Location where Courses are proposed to be conducted.</i>				
14.	<i>Are the premises owned or leased ? If leased, duration of lease available from date of this application. Proof of ownership/lease for minimum period of five years to be produced with enabling provision for renewal of lease for a further period of five years.</i>				
15.	<i>Infrastructure Facilities Tentative plan of basic infrastructure i.e campus facility i.e office, scholastic block, hostel, playground, swimming pool, galley etc.</i>				
16.	<i>Does Institute have tie-up with any Foreign Flag for conducting courses recognized by their administration? If yes then name of Administration and course details</i>				
17.	<i>Sources of Funds. a. Initial capital expenditure b. Recurring capital expenditure (Details to be attached)</i>				

SPECIMEN

APPROVAL CERTIFICATE TO THE INSTITUTE



**REPUBLIC OF THE UNION OF MYANMAR
MINISTRY OF TRANSPORT
DEPARTMENT OF MARINE ADMINISTRATION**

**NO. 363/421, CORNER OF MERCHANT & THEINBYU ROAD,
BOTATAUNG TOWNSHIP, YANGON, MYANMAR**
P.O. BOX 194, Fax: +95 1 397641 E-mail: dma.myan@gmail.com
dgdma@myanmar.com.mm

Date.....

Maritime Institute Approval No. : (/2013)

It is to inform that the Director General of DMA has considered your request and accorded “Approval” to your.....Institute, in order to start the Maritime Training courses proposed from time to time subject to separate approval for such course/s by through the Director on fulfilling the laid down criteria and procedures applicable to such courses.

The final approval to conduct the course in your Institute depends on the successful inspection by the MET () Section and the final approval by DG.

Validity of this certificate.....

Director General of DMA.

ENDORSEMENT FOR ANNUAL INSPECTION:-THIS IS TO CERTIFY that an inspection required by the circular the Institute was found comply with the relevant provisions of the Circular:

Annual Inspection Signed
(signature of duly authorized official)

(seal or stamp of the authority, as appropriate) Place
Date (dd /mm/yyyy)

Annual Inspection Signed
(signature of duly authorized official)

(seal or stamp of the authority, as appropriate) Place
Date (dd /mm/yyyy)

Annual Inspection Signed
(signature of duly authorized official)

(seal or stamp of the authority, as appropriate) Place
Date (dd /mm/yyyy)

Copy to – Director (), MET Section,

CHECKLIST FOR APPROVAL OF COURSE

Sr. No.	Subject	Description	Submitted		Remarks
			Yes	No	
1.	<i>Name of the Institute</i>				
2.	<i>Dos. No.</i>				
3.	<i>Address</i>				
4.	<i>Telephone/Fax</i>	<i>Tel:</i> <i>Fax:</i>			
5.	<i>E-Mail id :</i>				
6.	<i>Name of the member of the Management Council or other Authorized signatory on behalf of the registered society managing /owning the Institute/Director of Company (Documentary evidence to be attached)</i>				
7.	<i>Name of the Registered Institute/ company</i>				
8.	<i>ISO 9001 Series Certificate</i>				
	<i>(a) Accreditation Body</i>				
	<i>(b) Last Internal Audit</i>				
	<i>(c) Last External Audit</i>				
	<i>(d) Any Major non-conformance found in the Audit</i>				
	<i>(e) Management Representative</i>				
9.	<i>Course for which approval is sought</i>				
	<i>(a) Course ID</i>				
	<i>(b) Course Fees</i>	<i>DD :</i> <i>Date:</i>			
	<i>(c) Duration of Course</i>				
	<i>(d) Frequency of the course in year</i>				
	<i>(e) Proposed No. of Trainee/Course</i>				

	(f) Eligibility Criteria for Candidates				
	(i) 10th standard				
	(ii) 10 + 2 standard				
	(iii) Diploma				
	(iv) B. E.				
	(v) ATS				
	(vi) Any Other				
10.	Name of the head of the Institute				
	(a) Qualification				
	(b) Experience				
	(c) Teaching Experience				
11.	Name of the Principal/Director/Capt. Supdt				
12.	Location where Course is proposed to be conducted				
13.	Are the premises owned or lease? If leased, duration of lease available from date of this application. Proof of ownership/lease to be produced with enabling provision for renewable of lease for a further period of five years.				
14.	Course in Charge				
	(a) Name				
	(b) DG Faculty Approval No. and Date				
	(c) Designation				
	(d) Qualification				
	(e) Experience				
	(f) Phone (Res.)				
15(a).	(a) Instructor – 1				
	(i) Name				
	(ii) DG Faculty Approval No. & Date				
	(iii) Designation				
	(iv) Qualification				
	(v) Experience				
15(b)	Instructor – 2				
	(i) Name				
	(ii) DG Faculty Approval No. & Date				
	(iii) Designation				
	(iv) Qualification				
	(v) Experience				
15(c)	Instructor – 3(&so on)				
	(i) Name				

	(ii) DG Faculty Approval No. & Date				
	(iii) Designation				
	(iv) Qualification				
	(v) Experience				
16.	Support Staff				
(a)	Support Staff – 1				
	(i) Name				
	(ii) Designation				
(b)	Support Staff – 2				
	(i) Name				
	(ii) Designation				
(c)	Support Staff–3(&so on)				
	(i) Name				
	(ii) Designation				
17.	List of Equipment & Publications				
18.	Whether the Publications & Equipment are being shared with other courses or exclusively for this course. Give Details				
19.	Infrastructure Facilities				
(a)	Class Room				
	(i) Number				
	(ii) Area				
	(iii) Ventilation – A/C, Natural				
(b)	No. of Tables & Chairs				
(c)	Toilet / Wash Rooms Facilities				
	(i) Gents Candidates				
	(ii) Ladies Candidates				
	(iii) No. of Toilets				
	(iv) No. of Wash Rooms				
(d)	Canteens/Catering Facilities				
	(i) Mess Room / Canteen Area				
	(ii) No. of Tables & Chairs				
(e)	Teaching Aids (OHPs, White Board, CDs, Etc.				
(f)	Residential Facilities for Trainees				
	(i) No. of Candidates per room				
	(ii) No. of Toilets				
	(iii) Mess Room				
	(iv)Recreational Facilities				
	(v) Play Ground				
(g)	Library Facilities				
	(i) Space in sq.m.				

	<i>(ii) Number of Books</i>				
	<i>(iii) Name of Journals</i>				
	<i>(iv) Seating Capacity</i>				
	<i>(v) Timings</i>				
<i>(h)</i>	<i>Recreational Facilities (Duration / Working Hours)</i>				
<i>(i)</i>	<i>Medical Facilities at the Institute / Near to the Institute</i>				
	<i>(i) Name of Dispensary/Hospital</i>				
	<i>(ii) Address</i>				
	<i>(iii) Telephone</i>				
<i>(j)</i>	<i>Phone / STD Facility Available</i>				
20.	<i>Handouts to include</i>				
	<i>(a) Name, Address & Telephone No. of Head of Institute and Course In-charge</i>				
	<i>(b) List of Instructors and Name & telephone No. of Warden</i>				
	<i>(c) Guidelines for Instructors</i>				
	<i>(d) Course Objectives and Course Outline</i>				
	<i>(e) Teaching Syllabus and Time Table</i>				
	<i>(f) Course Material Topicwise</i>				
	<i>(g) Procedure for Evaluation, Criteria for Passing and Instructions for Resits</i>				
	<i>(h) Re-Examination</i>				
21.	<i>In case any short falls, Please specify and give Reasons</i>				
22..	<i>Any Other details not covered above</i>				
23.	<i>If the Institute is approved for more than one course following information to be provided (see Matrix – 1)</i>				
24.	<i>No. of Hours each Faculty Member is engaged / Week</i>				
25.	<i>When was the Institute last inspected & by Whom</i>				
26.	<i>When was Surprise Inspection of Institute carried out & by whom</i>				

27.	Was any Course suspended.				
	(a) When				
	(b) Was it restored / when				
28.	Name of the Faculty Members who left the Institute in Last Year				
29.	Name of the Faculty Members who Joined the Institute in Last Year				
30.	Faculty (as per Matrix – 2)				
31.	Approved list of faculty for other courses Faculty drawn from other department (State Dept.)				
	(a) Name				
	(b) Qualification				
32..	Internal Facilities (As per Matrix -3)				
33.	External Facilities (As per Matrix -4)				
34.	Does the Academy have any other in-house courses not approved by DG(Pls.attach separate sheet of such courses, organization for whom conducted, authority of the same etc.)				
35.	Course Details (as per Matrix-5)				
36.	Publications / Books available to the Staff for Teaching				
37.	How is Knowledge of the Faculty Members / Staff Updated?				
38.	Certificate Details of the proposed course				
	(a) Sample of the Certificate to be issued submitted				
	(b) Numbering Procedure for Certificate				
	(c) Procedure laid down for dealing with forgeries				
	(d) Procedure for changing Format / Style of Certificate				
	(e) Record Keeping				
39.	Examination Assessment				
	(a) Appointment of Examiners				

	<i>(b) Examination Process (Written, Orals etc.)</i>				
	<i>(c) Infrastructure Norms (to be attached)</i>				
40.	<i>Revision of Courses</i>				
	<i>(a) How are they Incorporated?</i>				
	<i>(b) Any course where Revisions were made?</i>				
41.	<i>Does Institute have tie up with any Foreign Flag for conducting courses recognized by their administration? If yes then name of Administration and course details</i>				
42.	<i>Functional Details of Institute</i>				
	<i>(a) No. of actual teaching days</i>				
	<i>(b) No. of working days lost due to strike, etc.</i>				
	<i>(c) No. of hours class room is used (Day and Course details)</i>				
	<i>(d) Were all examinations conducted on time? If No why?</i>				
	<i>(e) Is there a grievance redressal machinery?</i>				
	<i>(f) Whether performance of teachers is assessed through annual appraisal</i>				
	<i>(g) Whether there is provision of assessing teachers based on student appraisals ?</i>				
43.	<i>Means of knowing the latest Amendments</i>				

The following Matrices shall be used -

MATRIX - 1

Name of course →				
Name of faculty ↓				

Name of course	DG Approval No. (ID)	No. of candidates	Frequency (week/month/year)	Date of approval/inspection

MATRIX - 2

Faculty/lecture matrix

Subject →				
Faculty ↓				

Faculty/tutorial matrix

Subject →				
Faculty ↓				

Faculty/practical(?) matrix

Subject →				
Faculty ↓				

MATRIX - 3

Use matrix(equipment-wise)

Name of course →				
Equipment ↓				

MATRIX - 4

External facilities Use matrix(equipment-wise)

Name of course →				
Equipment ↓				

(please see next page)

MATRIX – 5

Course	Course date	No. of candidates	Passed	Failed

I certify that the information furnished above is correct and true to the best of my knowledge and belief. I understand that if any information is found false my application will be treated as cancelled and I shall also be liable for penal action including suspension and/withdrawal of the approval of the course/courses by the D.G. Shipping.

(Name & Signature of the Authorized Representative)

Date : _____

Place : _____

Note:

1. The Institutes have to fill up the description column giving the details/annexure no./page no. in which the information of the subject is provided.
2. The experience stated in the bio-data of the faculty members/instructors have to be supported by valid documents like CDC, COC, etc.

SPECIMEN

PROVISIONAL APPROVAL CERTIFICATE



**REPUBLIC OF THE UNION OF MYANMAR
MINISTRY OF TRANSPORT
DEPARTMENT OF MARINE ADMINISTRATION**

**NO. 363/421, CORNER OF MERCHANT & THEINBYU ROAD,
BOTATAUNG TOWNSHIP, YANGON, MYANMAR**
P.O. BOX 194, Fax: +95 1 397641 E-mail: dma.myan@gmail.com
dgdma@myanmar.com.mm

Date.....

PROVISIONAL APPROVAL No. : /2013

It is to inform that the Director-General of DMA has considered your request and accorded “ Provisional Approval” to the course/s mentioned below in order to start the work on the infrastructural facilities for conducting the following course at your..... Institute. The final approval to conduct the course in your Institute depends on the successful inspection by the MET () Section and the final approval by DG.

Name of the Course : *Upgradation of EFA/PST/FPPF* Course ID : 36

Course Duration : One (1) Day

Intake Capacity : 20 Candidates

Special Instructions (if any) :

You are requested to intimate DG upon completion of the preparation of the infrastructural facilities required, so that formal inspection by the MET () Section can be arranged so as to process your proposal further for final approval.

Director-General of DMA.

Copy to :

Director
MET Section
Guard File

SPECIMEN

INSPECTION LETTER



**REPUBLIC OF THE UNION OF MYANMAR
MINISTRY OF TRANSPORT
DEPARTMENT OF MARINE ADMINISTRATION**

NO. 363/421, CORNER OF MERCHANT & THEINBYU ROAD,
BOTATAUNG TOWNSHIP, YANGON, MYANMAR
P.O. BOX 194, Fax: +95 1 397641 E-mail: dma.myan@gmail.com
dgdma@myanmar.com.mm

The Deputy Director
MET Section
Marine Administration Department

TR /WI / /2013

REQUEST FOR INSPECTION :

Name of Institute : ABC
Location : yz Yangon – 400 001
Name of the Course : *Upgradation of EFA/PST/FPPF* **Course ID** : 36
Intake Capacity : 20 Candidates

DG has received a request from the Institute mentioned above for approval to maritime training course/s. In order to examine the said proposal, you are requested to inspect the Institute, and submit your report along with the list of deficiencies preferably within six weeks from the date of issue of this letter. Copy of the proposal with course material, submitted by the Institute and duly stamped and countersigned by DG, is being forwarded to you for your record.

You are also requested to carry out the general inspection of the Institute (if it is an existing approved Institute) along with this inspection and submit a brief report.

Special Instructions (if any) :

Director-General of DMA

Copy forwarded to :- The Institute with reference to their letter No. ----- dated ----- The Institute is requested to approach the Deputy Director, MET Section,, immediately for inspection.

Director-General of DMA

SPECIMEN

APPROVAL LETTER FOR COURSE



**REPUBLIC OF THE UNION OF MYANMAR
MINISTRY OF TRANSPORT
DEPARTMENT OF MARINE ADMINISTRATION**

**NO. 363/421, CORNER OF MERCHANT & THEINBYU ROAD,
BOTATAUNG TOWNSHIP, YANGON, MYANMAR**
P.O. BOX 194, Fax: +95 1 397641 E-mail: dma.myan@gmail.com
dgdma@myanmar.com.mm

APPROVAL No. : TR / A / /2013

The Director-General of DMA approves your proposal for the following course at your Institute, subject to fulfilling the prescribed guidelines, and those being issued by the DG from time to time:-

Name of Institute : ABC
Location : xyz Yangon – 400 001
Name of the Course : *Upgradation of EFA/PST/FPIF* **Course ID** : 36
Course Duration : One (1) Day
Intake Capacity : 20 Candidates
Special Instructions (if any) :-

The Institute will be subjected to unshchedule inspection by the representative of the DG/MET Section. In case of any NC, the approval may be withdrawn without any further notice by the DG. Please see overleaf for General guidelines.

Director-General of DMA.

Copy to :

Director
MET Section
Guard File

**APPLICATION FORM FOR APPROVAL TO FACULTY
BY DIRECTOR-GENERAL OF DMA**

1. Faculty
 - (a) First Name : _____
 - (b) Last Name : _____
2. Sex : M/F _____
3. Date of Birth (dd/mm/yyyy) : / /
4. INDOS No. : _____
5. Names of the course proposed to teach : _____

6. Address
 - a. Local : _____
City _____
Pin _____
Tel No. _____
Email _____
 - b. Permanent : _____
_____ City
_____ Pin _____
Tel No. _____
Email _____
7. Passport No. : _____
8. CDC No. : _____
9. COC No. : _____
10. COC date of Issue : _____
11. COC Type : _____

12. Academic Qualification

Sr. No.	Name of Exam	Name of Board/ University	Place of Study	% of Marks
1	XII			
2	B.Sc			
3	M.Sc./MBBS			

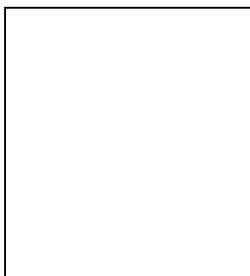
13. Experience at Sea : _____

14. Experience in Teaching in DG/ Govt: _____
approved Training Institute

15. Courses completed : _____

16. Remarks :

I certify that the information furnished above is correct and true to the best of my knowledge and belief. I understand that if any information is found false my application will be treated as cancelled and I shall also be liable for penal action initiated by the D.G. Shipping.



(Name & Signature of the Faculty)

(Passport Size photograph)

Date : _____

Place : _____

FORM 1

**APPLICATION FORM FOR
CONTINUOUS DISCHARGE CERTIFICATE FROM TRAINING INSTITUTES
CONDUCTING EDUCATION AND COURSES APPROVED BY DIRECTOR GENERAL
OF DMA**

<p style="text-align: center;"><u>TO BE FILLED BY THE APPLICANT</u> <u>All the columns are to be filled neatly in BLOCK LETTERS</u> <u>(Use only A4 size paper for the format and Appendixs).</u></p>	<p>Affix here a recent Passport size (3.5. Cm x 3.5. Cm) Photograph of the Applicant in white shirt</p>
---	---

1.Name of the candidate	
	(As entered in the Matriculation Certificate/Passport)

2.Father's name	
------------------------	--

			D	D	M	M	Y	Y
3.Sex		4.Date of Birth						
			(as shown in SLC/Board Cert.)					

5.Nationality:		6.Place of Birth:	
-----------------------	--	--------------------------	--

7.Educational Qualification:	
-------------------------------------	--

8.Permanent Address:

House No :			
Street:			
Village/Post Office/Tehsil			
District:			
State		PIN Code	
Phone No. With STD Code		E-mail address	

9.Name, relationship and address of Next-of-Kin

Name of Next of Kin			
Relationship			
House No			
Street			
Village / Post Office / Tehsil			
District:			
State		PIN Code	
Phone No. With STD Code			

10.Height		Colour of Hair		Colour of Eyes	
------------------	--	-----------------------	--	-----------------------	--

11.Identification Marks	
--------------------------------	--

12.Name of the Education and training Institute	
--	--

13.Roll No.	
--------------------	--

14.Date of commencement of training.	
---	--

Declaration of applicant:

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief and nothing has been concealed/ distorted.

I also affirm and declare that I have not previously been issued a Continuous Discharge Certificate (CDC) and have not submitted an application for CDC to any other Shipping Master in Myanmar.

I owe allegiance to the sovereignty, unity and integrity of Myanmar and have not voluntarily acquired the citizenship or voyage document of another country. I have not lost, surrendered or been deprived of citizenship of Myanmar.

The information given by me is true and I am solely responsible for its accuracy. I am aware that it is an offense under the CDC Rules to furnish any false information or to suppress any material information with a view to obtaining CDC or any other voyage document. I am also aware that in the event of false information having been submitted by me, besides action under other rules and laws, my CDC is liable to be immediately cancelled.

Signature of the candidate

Certified that the documents / certificates submitted by the candidate are found in order.

Signature of Head of Institute

Tear off slip	
Specimen signatures of candidate	
Name	Signatures
1.....	1..... 2..... 3.....

CERTIFICATE

Certified that the candidate has successfully completed Education and training conducted at this Institute from to and is eligible to proceed to sea. He/ She was certified to meet the requirements of medical fitness prescribed in the Medical Examination Rules by a Medical Examiner approved by Directorate General.

Certified that the Institute has taken all necessary steps towards verification of the original documents furnished by the candidate and we further undertake that in the event of any discrepancy this Institute would immediately convey relevant facts to the Shipping Master concerned.

Certified that the candidate is eligible for issue of CDC in all respects.

Signature of the Head of the
Training Institute (Stamp)
(Name & designation)

FOR OFFICE USE ONLY

Name of the candidate : CDC No:
Dos Number :
Date of issue : File No:
Remarks :

RECEIPT

Received CDC bearing No. dated in respect of
.....

Date :

Signature of the representative of the Institute
(Name & designation)

Guidelines for unscheduled Inspection

Introduction

A large number of Institutes have been imparting training in various courses required under Chapter II, III, IV, V, VI and VIII of revised STCW Convention. While a healthy competition among the Institutes enhances the quality of training, the presence of a large number of Institutes leaves scope for occasional malpractices. To monitor the Institutes in this regard, DG Shipping has decided to get unscheduled inspections conducted of the Institutes:

Any member of Academic Section and specially selected personnel from shipping industry shall inspect the Institute to ascertain:

- The number of candidates present in the class is not exceeded beyond what is stipulated in the approval granted by DG.
- The training is imparted to eligible candidates only.
- The timetable is strictly adhered to.
- The faculty members are the same as those projected at the time of approval.
- The course note is distributed to all candidates.
- The teaching facilities and equipment are maintained and operational.
- Reasonable and genuine complaints/suggestions from candidates are looked into.
- The instructions from DG as relevant are displayed on the notice board.
- The quality system has been established and periodical audits are conducted as per schedule prescribed in QMS.

CHECK LIST FOR INSPECTION OF INSTITUTE

1. Is a valid approval available?
Yes/No
2. Is the address of the Institute same as shown in the approval?
Yes/No
3. Are the conditions of approval complied with?
Yes/No
4. Is course intake exceeded beyond approved number?
Yes/No
5. Is the time-table followed?
Yes/No
6. Are the faculty members same as were at the time of approval?
Yes/No
7. Are the entry standards followed?
Yes/No
8. Are the teaching facilities same as were at the time of approval?
Yes/No
9. Are the equipment the same as were at the time of approval?
Yes/No
10. Is the Institute audited as required in quality manual?
Yes/No
11. Is the assessment done by independent assessor?
Yes/No
12. Are hygienic conditions maintained?
Yes/No