

- (iii) the accomplishment of MLC Inspector Basic Training Course, MLC Inspection and Certification Course and on-job training.
3. In respect of flag State surveyor and MLC Inspector:
 - (a) Responsibilities, authority of flag State surveyors and MLC Inspectors and interrelation of all personnel who manage, perform and verify work relating to and effecting safety and pollution prevention shall be defined by the Department and documented.
 - (b) Flag State surveyors and MLC inspectors are necessary to be properly qualified and responsible for performing, surveys, inspections, monitoring ROs and audits on ships and companies covered by the relevant national and international mandatory instruments.
4. The Director General may, after completing the trainings from Annex (A) and Annex (B), issue the letter of appointment to the officer of the DMA or authorized officer who meets the requirements in accordance with the stipulations.
5. Directive (16/2014) issued by DMA on 1st December 2014 is repealed.



Dr. Ko Ko Naing
Director General (Acting)
Department of Marine Administration

Procedure for the Training Programmes of Flag State Surveyor

Purpose

1. The Department of Marine Administration (DMA) shall have implemented a documented system for training and qualification of personnel that provides essential knowledge and continuous updating of their knowledge as appropriate to the tasks they are authorized to undertake.

Definitions

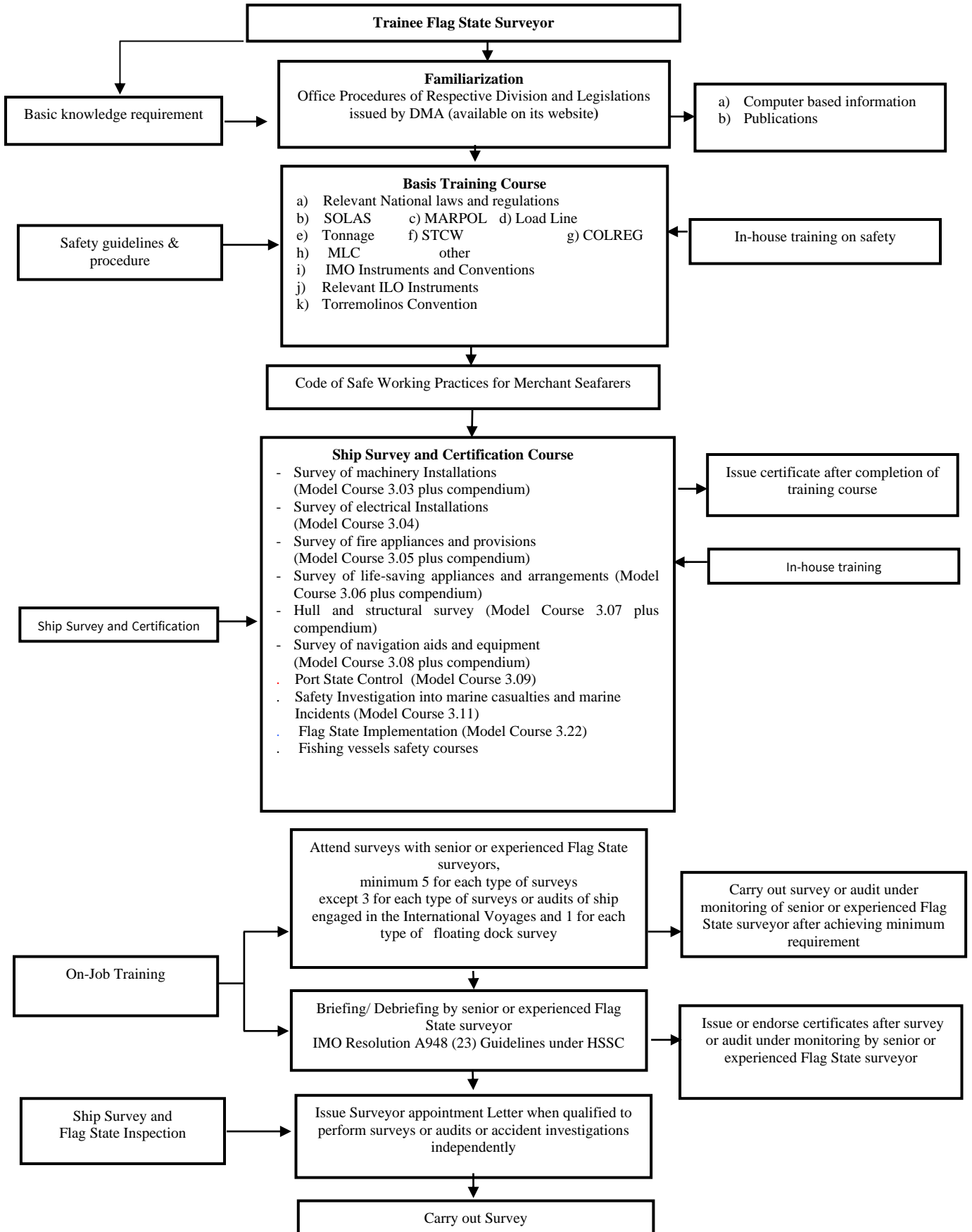
2. (a) **Flag State Surveyor** means a person, who is appointed by the Director General of the DMA to act on behalf of the Government of the Republic of Union of Myanmar to surveys, audits, monitoring Recognized Organizations and inspections on ships and companies for the compliance with the requirements of relevant National Laws, instruments of International Maritime Organization (IMO) and International Labour Organization (ILO).
- (b) **Senior Flag State Surveyor** means a person, who is a qualified and experienced Flag State Surveyor, approved by the Director General of the DMA.
- (c) **Trainee Flag State Surveyor** means a person, who is under training to become a qualified Flag State Surveyor.

Functional Requirements

3. The functional requirements for Flag State Surveyor which include in the training programmes, are as follows:
- (a) understanding of the international and national, rules and regulations for ships, their companies, their crew, their cargo and their operation;
 - (b) understanding of knowledge of the procedures to be applied in survey, certification, control, investigation and RO oversight functions;
 - (c) understanding of the goals and objectives of the international and national instruments dealing with maritime safety and protection of the marine or air environment, and of related programmes;
 - (d) understanding of inspection of the process both on board and ashore, internal as well as external;
 - (e) understanding of procession of professional competency necessary to perform the given tasks effectively and efficiently;
 - (f) understanding of full safety awareness in all circumstances, also for one's own safety; and
 - (g) training or experience in the various tasks to be performed and preferably also in the functions to be assessed.

Training Programmes for Trainee Flag State Surveyor

4. Trainee Flag State Surveyor



Familiarization for Trainee Flag State Surveyor

5. The Trainee Flag State Surveyor shall be familiarized with the office procedures of respective Division. Familiarization shall be recorded with the recommendations of the respective Director as prescribed in Appendix 1.

Basic Training Course for Trainee Flag State Surveyor

6. Basic Training Course for Trainee Flag State Surveyor

	Subject	Duration (hours)
	Briefing Week 1* (Monday to Friday, 0800 to 1700 hours with 1 hour lunch break)	
1	International Organizations: IMO, ILO, IOPC, IHO etc.,	2
2	Over view of IMO Conventions	2
3	DMA and its functions	1
4	Ship Registry	1
5	SOLAS, MMSA & Regulations	10
6	IMDG Code & Regulations	1
7	IBC, IGC, BCH and GC Codes & Regulations	2
8	HSC Code & Regulations	1
9	ISM Code & Regulations	2
10	ISPS Code & Regulations	3
11	MARPOL & Regulations	11
12	ILC & Regulations	1
13	ITC & Regulations	1
14	STCW & Regulations	1
15	COLREG & Regulations	1
	TOTAL	40 hours
	Briefing Week 2* (Monday to Friday, 0800 to 1700 hours with 1 hour lunch break)	
1	ILO	2
2	OPRC 90 & OPRC HNS Protocol & Regulations	2
3	CLC 92, Bunker, LLMC & SUA	2
4	Torremolinos Convention	4
5	MLC	4
5	AFS Convention	1
6	Ballast Water Convention	2
7	Survey & Certification	5
8	Investigations	4
9	FSC	6
10	PSC	6
11	Preparing ground work to accede and implementation a Convention	1
12	Technical Report Writing	1
	TOTAL	40 hours

* In lieu of full-time course for 2 weeks, the course could be conducted as part-time basis (e.g. once a week) covering the topics listed for similar duration.

In-house Training for Trainee Flag State Surveyor

7. The Trainee Flag State Surveyor shall be provided with the in-house training by the respective Director or by the person(s) assigned by the respective Director.

Survey, Audit, Inspection and Certification Training Courses for Trainee Flag State Surveyor

8. Survey, Audit and Certification Training Course for Trainee Flag State Surveyor shall include:

- (a) Survey of machinery Installations
(Model Course 3.03 plus compendium)
- (b) Survey of electrical Installations
(Model Course 3.04)
- (c) Survey of fire appliances and provisions
(Model Course 3.05 plus compendium)
- (d) Survey of life-saving appliances and arrangement
(Model Course 3.06 plus compendium)
- (e) Hull and structural survey
(Model Course 3.07 plus compendium)
- (f) Survey of navigation aids and equipment
(Model Course 3.08 plus compendium)
- (g) Port State Control
(Model Course 3.09)
- (h) Safety Investigation into marine casualties and marine Incidents
(Model Course 3.11)
- (i) Harmonized System of Survey and Certification (HSSC)
- (j) Maritime Labour Convention
- (k) Flag State Implementation
(Model Course 3.22)
- (l) Fishing Vessels safety courses

Training Record and Certificate

9. (a) During each training course as prescribed in paragraphs 5, 6 and 7, the trainee Flag State Surveyor is to be continuously assessed by instructors or Senior Flag State Surveyors to determine that the level of competency is achieved.
- (b) Trainings shall be recorded with the recommendations and endorsement of the respective Director as prescribed in Appendix 2.
- (c) The Director General shall issue the completion certificate as prescribed in Appendix 3 to the trainee Flag State Surveyors.

On-Job Training for Trainee Flag State Surveyor

10. (a) On-Job Training for Trainee Flag State Surveyor

The required minimum number of on-job training will proportionate with the difficulty of the task, the experience and capability of the individual trainee. This number may be reduced or increased based upon the performance of the trainee Flag State Surveyor. Actual number of on job training may vary depending upon the previous qualification and experience of the trainee Flag State Surveyor.

(i) Flag State Trainee Engineer Surveyor

No.	Survey Tasks	Minimum number of on-job training	Remark
1.	Various Types of Inland Vessel (Passenger)	Docking Surveys (5) Safety Certificate Survey(5)	
2.	Various Types of Inland Vessel (Cargo/Tug)	Docking Surveys (5) Safety Certificate Survey(5)	
3.	Various Sizes of Inland Vessel (Tanker)	Safety Certificate Survey (5)	
4.	Various Types of Coastal ship (Cargo)	Docking Survey (5) , Load Line (5), TONNAGE (5) Safety Construction (5)	
5.	Various Types of Coastal Passenger Ship	PSSC (5)	
6.	Coastal Fishing Vessel	Docking Survey (5) SEAWORTHY (5)	
7.	Various Types of Sea-going Ship	D/S, LL, CSSC, IOPP, IAPP, ISPP, (3)each	
8.	Various Types of Floating Dock or Floating Vessel	Safety Construction (1)	

(ii) Flag State Trainee Nautical Surveyor

No.	Survey Tasks	Minimum number of on-job training	Remark
1.	Various Types of Coastal Vessel Ship (Cargo and tanker)	TONNAGE (5), Safety Equipment (5) Safety Radio (5)	
2.	Various Types of Coastal Passenger Ship or Speed Boat or Pleasure Yachts	TONNAGE (5), Safety Equipment (5) Safety Radio (5)	
3.	Coastal Fishing Vessel	TONNAGE (5), Safety Equipment (5)	

4.	Various Types of Cargo Ship (Sea-going Ship)	Safety Equipment (3) Safety Radio (3) DOC (3), SMC (3), ISSC (3) DOC for DG (3) COC with IMSBC (3) CLC (3)	
5.	Various Types of Floating Dock or Floating Vessel	TONNAGE (1), Safety Equipment (1) Safety Radio (1)	

(b) **Equivalent On-Job Training**

The trainee Flag State Surveyor may be allowed to attend the survey, audit or inspection together with the Surveyor or Auditor or Inspector from the Recognized Organization (RO) or Recognized Security Organization (RSO). In determining the required number of survey, audit or inspection, such attendance(s) will be taken into account.

(c) **Training Record for On-Job Training**

On-Job Training shall be recorded with the recommendations and endorsement of the Senior Flag State Surveyor and approved by the respective Director as prescribed in Appendix 4.

Updating Training Courses for Flag State Surveyor and Senior Flag State Surveyor

11. The updating Training Course for Flag State Surveyor and Senior Flag State Surveyor shall be provided:

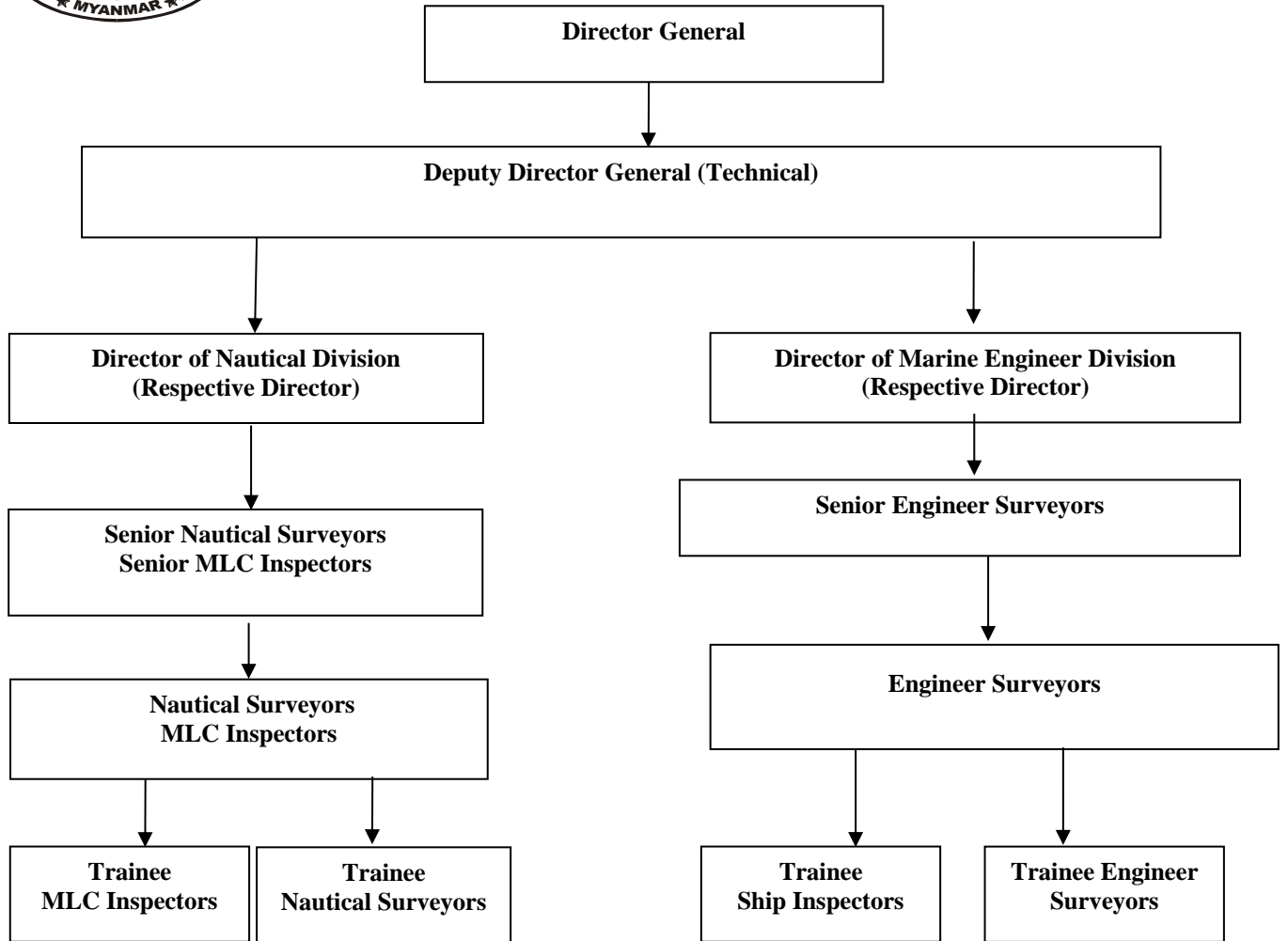
- (a) by the way of knowledge sharing and discussing of Recognized Organization twice a year.
- (b) by inviting the experience surveyor or retired surveyor to share updated knowledge and their experience quarterly.
- (c) by sharing the knowledge of DMA officer who attend the training abroad.

Issuance of Appointment Letter

12. Upon completion of the training programmes, the Director General shall issue Appointment Letter to the trainee Flag State Surveyor.



Organization Structure





Familiarization Record for Trainee Flag State Surveyor and Trainee MLC Inspector

Name of Trainee: _____
 Rank: _____
 Certificate of Competency: _____
 Trainee for Flag State Surveyor / MLC Inspector (strike out which is not applicable)

A. Laws, Rules and Regulations

No.	Item	Period	Name of Person, Giving Familiarization	Remarks
1	Myanmar Merchant Shipping Act as amended			
2	Myanmar Registration of Ships Act			
3	The Myanmar Territorial Sea and Maritime Zones Law			
4	Inland Vessel Law			
5	The Myanmar Coastal and Inland water transport service license			
6	Notifications, Directives, Guidance, Circular, Instructions and Policy for Trainee Flag State Surveyor or Trainee MLC Inspector issued by DMA			
7	Standard Operation Procedure for Trainee Flag State Surveyor or Trainee MLC Inspector issued by DMA			
8	Filing System of Respective Division			

Signature of Trainee

Signature of Director

Date: _____

Date: _____



Training Record for Trainee Flag State Surveyor or Trainee MLC Inspector

Name of Trainee: _____

Rank: _____

Certificate of Competency: _____

Trainee for Flag State Surveyor / MLC Inspector (strike out which is not applicable)

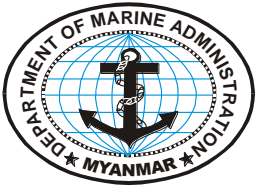
No.	Description of Training	Period	Remark of Trainer (For In-house Training Only)	Signature of Trainer (For In-house Training Only)

Signature of Trainee

Signature of Director

Date: _____

Date: _____



GOVERNMENT OF THE REPUBLIC OF THE UNION OF MYANMAR
 MINISTRY OF TRANSPORT AND COMMUNICATIONS
 DEPARTMENT OF MARINE ADMINISTRATION

CERTIFICATE

This is to certify that

has attended and successfully completed the training for

-----**TRAINING**

approved by the Department of Marine Administration in accordance with the requirements of the
 -----and based on the IMO Model Course -----.

Certificate Number : DMA/ xxx 01-01/20XX

NRC/SIRB No:

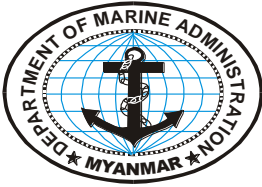
Date of Birth:

Date of Issue:

Director General
 Department of Marine Administration

xxx : Training Course short name

20xx: Year



**On-Job Training Record for Trainee Flag State Surveyor or
Trainee MLC Inspector**

Name of Trainee: _____

Rank: _____

Certificate of Competency: _____

Trainee for Flag State Surveyor / MLC Inspector (strike out which is not applicable)

No.	Vessel Name & Type	Type of Survey & Certificate	Period	Remark of Trainer (Senior Surveyor/ Inspector of DMA/RO/ RSO)	Signature of Trainer (Senior Surveyor/ Inspector of DMA/RO/ RSO)

Signature of Trainee

Signature of Director

Date: _____

**Procedure for the Training Programmes of
Maritime Labour Convention Inspector (MLC Inspector)**

Purpose

1. The Department of Marine Administration (DMA) shall have implemented a documented system for training and qualification of personnel that provides essential knowledge and continuous updating of their knowledge as appropriate to the tasks they are authorized to undertake.

Definitions

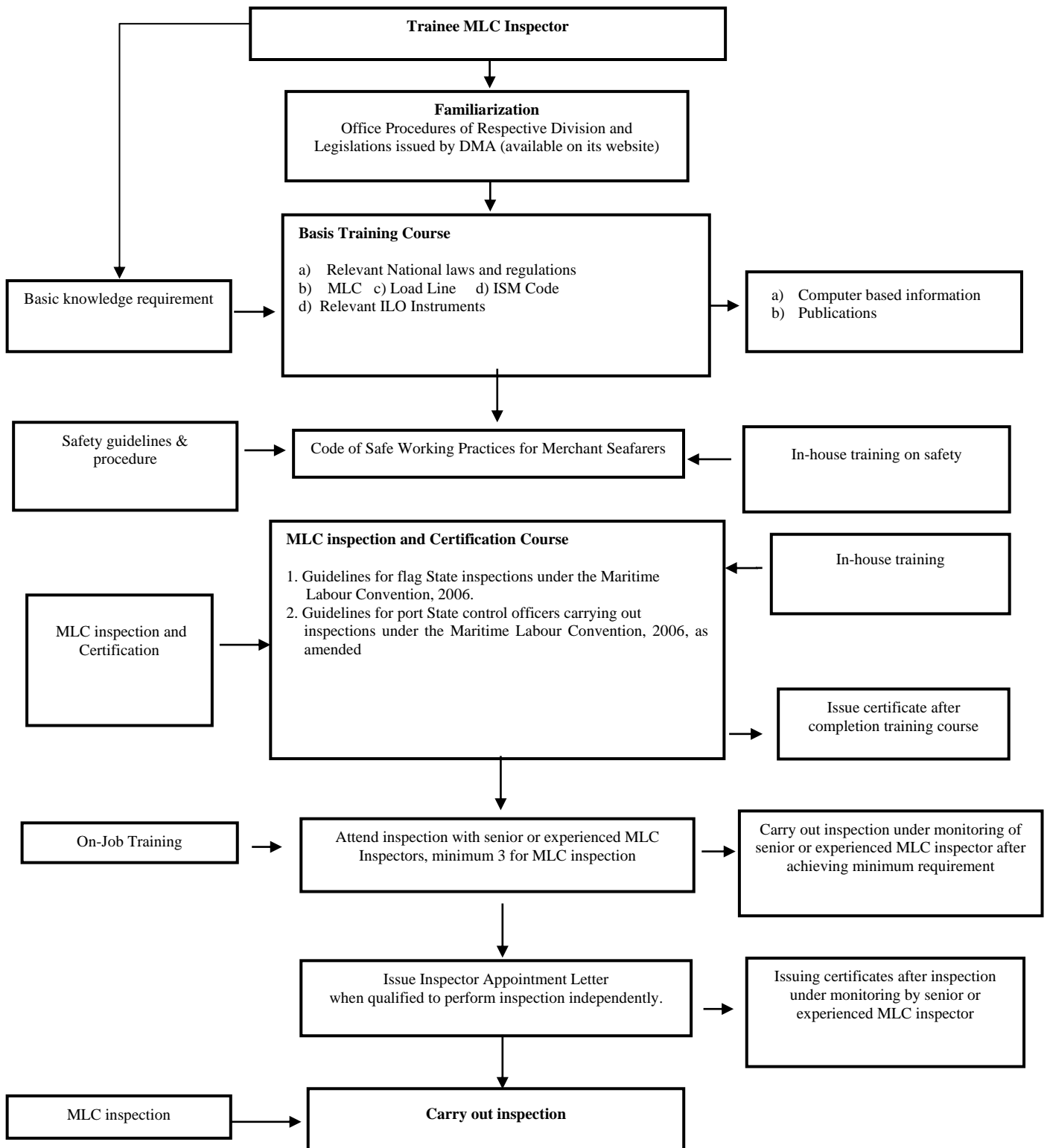
2. (a) **MLC Inspector** means a person, who is appointed by the Director General of the DMA to act on behalf of the Government of the Republic of Union of Myanmar, to inspect the ships and decent living and working conditions of seafarers for the compliance with the requirements of relevant National Laws and Instruments of International Labour Organization (ILO).
- (b) **Senior MLC Inspector** means a person, who is a qualified and experienced MLC inspector, approved by the Director General of the DMA.
- (c) **Trainee MLC Inspector** means a person, who is under training to become a qualified MLC Inspector.

Functional Requirements

3. The functional requirements for MLC Inspector, which include in the training programmes, are as follows:
- (a) understanding of the international and national, rules and regulations for ships, their companies, their crew, their cargo and their operation;
- (b) understanding of knowledge of the procedures to be applied in inspection and investigation;
- (c) understanding of the goals and objectives of the international and national instruments dealing with maritime safety and protection of the marine or air environment, and of related programmes;
- (d) understanding of inspection of the process both on board and ashore, internal as well as external;
- (e) understanding of procession of professional competency necessary to perform the given tasks effectively and efficiently;
- (f) understanding of full safety awareness in all circumstances, also for one's own safety; and
- (g) training or experience in the various tasks to be performed and preferably also in the functions to be assessed.

Training Programmes for Trainee MLC Inspector

4. Training Programme for Trainee MLC Inspector



Familiarization for Trainee MLC Inspector

5. The Trainee MLC Inspector shall be familiarized with the office procedures of Division. Familiarization shall be recorded with the recommendations of the Director as prescribed in Appendix 1.

Basic Training Course for Trainee MLC Inspector

6. Basic Training Course for Trainee MLC Inspector

	Subject	Duration (hours)
	Briefing 3 Days (Monday to Friday, 0800 to 1600 hours with 1-hour lunch break)	
1	International Organizations: IMO, ILO, IOPC, IHO etc.,	1
2	Over view of ILO Conventions	1
3	DMA and its functions	1
4	Ship Registry	1
5	Relevant National Law & Regulations	1
6	ILLC & Regulations	1
7	ITC & Regulations	1
8	STCW & Regulations	1
9	MLC	6
10	ISPS Code & Regulation	1
11	Survey & Certification	2
12	Investigations	1
13	FSC	1
14	PSC	1
15	Technical Report Writing	1
	TOTAL	21 hours

In-house Training for Trainee MLC Inspector

7. The Trainee MLC Inspector shall be provided with the in-house training by the Director or by the person(s) assigned by the Director.

Inspection, Verification and Certification Training Courses for Trainee MLC Inspector

8. Inspection, Verification and Certification Training Course for Trainee MLC Inspector shall include:

- (a) Introduction to the Maritime Labour Convention, 2006, as amended and the Maritime Context;
- (b) The Articles of the Maritime Labour Convention;
- (c) Flag State Inspection and Certification;
- (d) Minimum Requirements for Seafarers to work on a Ship;
- (e) Conditions of Employment;
- (f) Accommodation, Recreational Facilities, Food and Catering;
- (g) Health Protection, Medical care, Welfare and Social security Complaints;

- (h) Guidelines for flag State inspections under the Maritime Labour Convention, 2006, as amended; and
- (i) Guidelines for port State control officers carrying out inspections under the Maritime Labour Convention, 2006, as amended.

Training Record and Certificate

- 9. (a) During each training course as prescribed in paragraphs 5, 6 and 7, the trainee MLC inspector is to be continuously assessed by instructors or senior MLC inspectors to determine that the level of competency is achieved.
- (b) Trainings shall be recorded with the recommendations and endorsement of the Director as prescribed in Appendix 2.
- (c) The Director General shall issue the completion certificate as prescribed in Appendix 3 to the trainee MLC inspectors.

On-Job Training for Trainee MLC Inspector

10. (a) **On-Job Training for Trainee MLC Inspector**

The required minimum number of on-job training will proportionate with the difficulty of the task, the experience and capability of the individual trainee. This number may be reduced or increased based on the performance of the trainee MLC inspector. Actual number of on-job training may vary depending on the previous qualification and experience of the trainee MLC inspector.

Trainee MLC inspector

No.	Inspection Tasks	Minimum number of on-job training	Remark
1.	Various Types of Cargo Ship (Sea going Ship)	MLC (3)	

(b) **Equivalent On-Job Training**

The trainee MLC Inspectors may be allowed to attend the survey, audit or inspection together with the Surveyor or Auditor or Inspector from the Recognized Organization (RO) or Recognized Security Organization (RSO). In determining the required number of survey, audit or inspection, such attendance(s) will be taken into account.

(c) **Training Record for On-Job Training**

On-Job Training shall be recorded with the recommendations and endorsement of the Senior MLC Inspector and approved by the Director as prescribed in Appendix 4.

Updating Training Courses for MLC Inspector and Senior MLC Inspector

11. The updating Trainees Course for MLC Inspector and Senior MLC Inspector shall be provided:

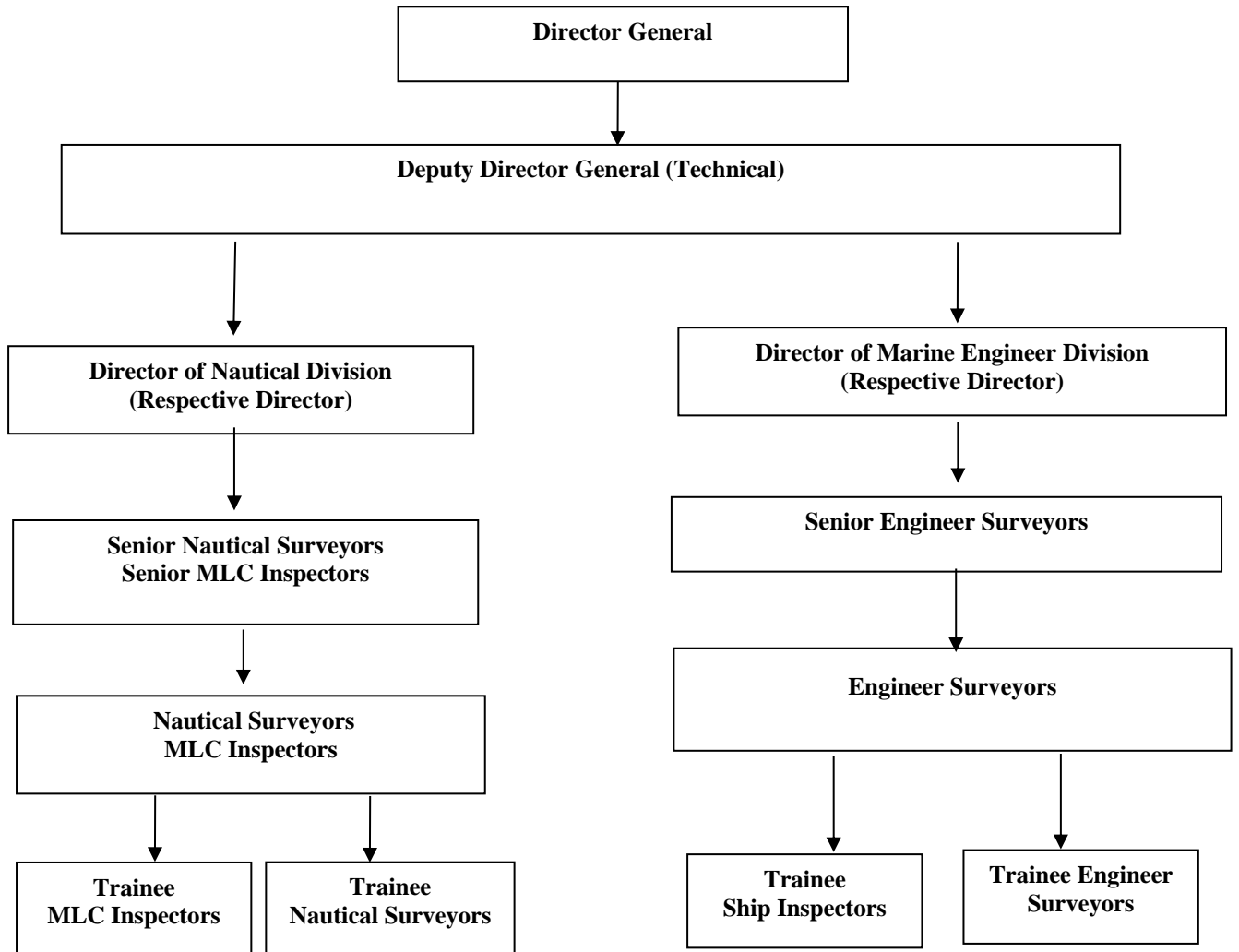
- (a) by the way of knowledge sharing and discussing of Recognized Organization twice a year.
- (b) by inviting the experience inspector or retired inspector to share updated knowledge and their experience quarterly.
- (c) by sharing the knowledge of DMA officer who attend the training abroad.

Issuance of Appointment Letter

12. Upon completion of the training programme, the Director General shall issue Appointment Letter to the trainee MLC Inspector.



Organization Structure





**Familiarization Record for Trainee Flag State Surveyor and
Trainee MLC Inspector**

Name of Trainee: _____

Rank: _____

Certificate of Competency: _____

Trainee for Flag State Surveyor / MLC Inspector (strike out which is not applicable)

A. Laws, Rules and Regulations

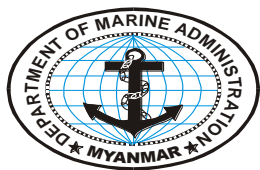
No.	Item	Period	Name of Person, Giving Familiarization	Remarks
1	Myanmar Merchant Shipping Act as amended			
2	Myanmar Registration of Ships Act			
3	The Myanmar Territorial Sea and Maritime Zones Law			
4	Inland Vessel Law			
5	The Myanmar Coastal and Inland water transport service license			
6	Notifications, Directives, Guidance, Circular, Instructions and Policy for Trainee Flag State Surveyor or Trainee MLC Inspector issued by DMA			
7	Standard Operation Procedure for Trainee Flag State Surveyor or Trainee MLC Inspector issued by DMA			
8	Filing System of Respective Division			

Signature of Trainee

Signature of Director

Date: _____

Date: _____



**Training Record for Trainee Flag State Surveyor or Trainee
MLC Inspector**

Name of Trainee: _____

Rank: _____

Certificate of Competency: _____

Trainee for Flag State Surveyor / MLC Inspector (strike out which is not applicable)

No.	Description of Training	Period	Remark of Trainer (For In-house Training Only)	Signature of Trainer (For In-house Training Only)

Signature of Trainee

Signature of Director

Date: _____

Date: _____



GOVERNMENT OF THE REPUBLIC OF THE UNION OF MYANMAR
MINISTRY OF TRANSPORT AND COMMUNICATIONS
DEPARTMENT OF MARINE ADMINISTRATION

CERTIFICATE

This is to certify that

has attended and successfully completed the training for

-----**TRAINING**

approved by the Department of Marine Administration in accordance with the requirements of the
-----and based on the ILO Model Course -----.

Certificate Number : DMA/ xxx 01-01/20XX

NRC/SIRB No:

Date of Birth:

Date of Issue:

Director General
Department of Marine Administration

xxx : Training Course short name

20xx: Year



Appendix 4

On-Job Training Record for Trainee Flag State Surveyor or Trainee MLC Inspector

Name of Trainee: _____

Rank: _____

Certificate of Competency: _____

Trainee for Flag State Surveyor / MLC Inspector (strike out which is not applicable)

No.	Vessel Name & Type	Type of Survey & Certificate	Period	Remark of Trainer (Senior Surveyor/ Inspector of DMA/RO/ RSO)	Signature of Trainer (Senior Surveyor/ Inspector of DMA/RO/ RSO)

Signature of Trainee

Signature of Director

Date: _____

Date: _____