
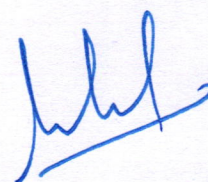
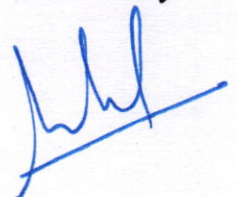


DIRECTORATE GENERAL OF SHIPPING, MINISTRY OF SHIPPING, GOVT. OF INDIA, MUMBAI		
	TRAINING BRANCH	Ref : QMS 7.0 IS / ISO Clause No. 7.1
	Sub : Quality Standards System of Maritime Training Institute	File No. 21- TR/CIR/6(13)/2019
Approved by : Director General of Shipping, GoI	DGS Circular No. : 23 of 2020	Dated 08.06.2020

- Whereas the Regulation I/8 of the International Convention on “Standards of Training, Certification and Watch-keeping for seafarers’ (STCW) Convention, 1978, as amended requires each Party to ensure that –
“In accordance with the provisions of Section A – I/8 of the STCW Code, all training, assessment of competence, certification including medical certification, endorsement and revalidation activities carried out by non-governmental agencies or entities under its authority are continuously monitored through a quality standards system to ensure achievement of defined objectives, including those concerning the qualifications and experience of instructors and assessors”.
- Whereas in compliance to the STCW requirement, the Directorate made it mandatory for all Maritime Training Institutes (MTI) to have latest applicable ISO certification.
- Whereas the Directorate had conducted various workshops, seminars and symposiums to create awareness of quality in maritime education and training.
- Whereas it is noted that many MTIs are not yet meeting the requirements of the quality systems as required by the STCW Convention.

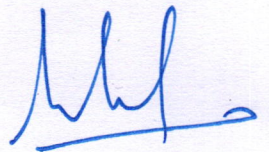


5. Whereas it is noted that the internal audits, CIP inspections and MMD inspections were not effectively carried out with regard to the STCW Convention requirements. Also noting that the root cause of ineffective inspection was due to lack of understanding of the provisions of STCW Convention and its Code.
6. Whereas it is noted that major findings are relating to quality standards systems of MTIs.
7. Whereas the Director General of Shipping, Government of India is empowered to supervise training and assessment under Rule 75 of Merchant Shipping (STCW) Rules, 2014.
8. Now, therefore, taking cognizance of the above, the Directorate has decided the following to ensure that the achievement of defined objectives, including those concerning the qualifications and experience of instructors and assessors are continuously monitored through a quality standards systems.
 - 8.1. A "Report of Quality Standard Systems of the Maritime Training Institute" shall be completed mandatorily by the inspectors prior undertaking inspections for course approval, inspections for enhancement of intake capacity or frequency of batches, CIP inspections. The format of the report is enclosed as Annexure to this Training Circular.
 - 8.2. Inspectors for the above mentioned inspections shall not conduct inspection if the answer to any of the requirement mentioned is NO. The inspector shall provide comments in detail on a separate sheet in such case.
 - 8.3. Any deficiency noticed in the quality standard system shall be treated as major non-conformity. The inspector shall give the MTI a maximum time of fifteen (15) days to remove the deficiency. If the deficiency is not removed within the fifteen days, the inspector shall immediately notify the Directorate and the jurisdictional MMD. The Directorate upon receiving such information may



prevent the MTI from uploading batch details for any approved courses and take any other action as deemed fit.

- 8.4. The Lead Internal Auditor of the MTIs, CIP Inspectors and MMD Inspectors are required to have undertaken the “Assessment, Examination and Certification of Seafarers” (AECS” Course successfully in addition to other qualification as required.
9. This Training Circular enters in to force with immediate effect.
10. This issues with the approval of the Director General of Shipping, Government of India.



(Ashish Wankhede)
DDG (Training)

Annexure - Report of Quality Standard System of Maritime Training Institute

SN	Requirement	Yes / No
1	Quality policy mentions compliance to STCW Convention and STCW Code requirements specifically.	
2	Quality objectives are clearly defined, measurable and in line with the Quality policy.	
3	Issuance of course certificates is included in the Scope of the Quality Manual.	
4	Scope as mentioned in Quality Manual is same as mentioned in the Quality Certificate.	
5	Procedure for awareness of staff for QMS is documented in QMS.	
6	Procedure for design and development of maritime course is documented in the QMS.	
7	Course content is periodically and effectively reviewed.	
8	Exercises are included in course material, lesson plan, time table.	
9	Quality manual has been periodically and effectively reviewed.	
10	Procedure for carrying out internal assessment for CIP inspections is followed as per applicable DGS guidelines / Orders.	
11	Course outline, lesson plan, learning objectives, syllabus is well defined and available for all approved course.	
12	Duration of course conducted is not less than the defined duration of course.	
13	Assessment of practical training is documented and records maintained.	
14	Procedure for admissions of candidates is documented in the QMS and effectively implemented.	
15	Procedures for verifying the sea service is documented in the QMS and effectively implemented.	
16	Eligibility criteria is verified while admitting candidates in approved course.	
17	Procedure for assessing the performance of candidate daily/ weekly/ monthly is documented in the QMS and effectively implemented.	
18	Procedures to deal with the candidates who are found not competent in approved course is documented in the QMS and effectively implemented.	
19	Written Assessment paper questions are relevant to the topics taught.	
20	Training plan for faculty and instructors is available.	

21	Faculty / Instructors are qualified (e.g. VICT, TSTA) as required by STCW Convention and course guidelines.	
22	The substitute for faculty / instructor is mentioned in the Lesson plan / Time Table.	
23	Procedures for supervision and evaluation of faculty / instructor is documented in the QMS and effectively implemented.	
24	Risk assessment is carried out and ways to mitigate identified risk decided prior starting courses like FPFF, AFF, PST, PSCRB, etc.	
25	Procedures for control of documents is documented in the QMS and effectively implemented.	
26	Feedback forms from candidates are anonymous and do not reveal identity of candidate.	
27	Scope of internal audit is clearly defined. Internal audits are effectively carried out and cover the scope of STCW Convention requirements.	
28	Procedures in Quality Manual for evaluation / audits of service suppliers (Fir-fighting mock-up / Swimming pool / outsourced. etc) is documented in the QMS and effectively implemented.	
29	Lead Internal Auditor has undertaken AECS course	
30	Internal Audit observations are closed within 3 months. Corrective actions for non-conformities raised are described in detail with proper root cause analysis.	
<p>If any of the answer to the above requirement is NO, the surveyor shall give comments on a separate sheet.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> <p>Date</p> <p>Place</p> </div> <div style="width: 65%; text-align: right;"> <p>Signature</p> <p>Name of Surveyor(s)</p> <p>Organization</p> </div> </div>		