



PORTS and MARITIME AFFAIRS

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Directive No. STCW/03

APPROVAL OF TRAINING CENTERS AND COURSES

Issued under the enabling power of the Ministerial Resolution 6/2001
and including STCW 2010 Manila Amendments

1. Applications for approval of training centers and training courses shall be considered provided they contain the following information:
 - .1 Name of training center with full postal and visiting address. If it is a part of any University or College or Company, then it should be so stated. The e-mail and fax number are necessary for confirmation of authenticity of the certificates issued.
 - .2 Title of the course as given in the Convention with full reference to regulation and code.
 - .3 Scope and objectives of the course – who should undertake the course and why.
 - .4 Entry requirement – age, medical fitness, requirement of sea-service, requirement of having undertaken any lower course etc.
 - .5 Course material – Convention, Code, Model course, Industry publications by ICS, Intertanko, OCIMF, SIGTTO, MNTB and other books and publications.
 - .6 Duration of course with breakdown of time per subject – class-room lectures, participation in practical drills and exercise etc.
 - .7 Class-room facilities – lecture materials, videos, slides, overheads and sketches etc.
 - .8 Demonstration hall – equipment, simulators, drawing and pictures etc.



- .9 Other facilities – such as Swimming pool, Fire-fighting facilities – Machinery and equipment for practical training. (The training center may not have all facilities of its own but must show and convince Ports and Maritime Affairs (PMA) that it has arrangements in place for utilization of such facilities).
 - .10 Assessment process – whether continuous during the training programme or formal examination at the end of the training.
 - .11 Qualification and experience of trainers and assessors – Assessors and trainers should be different persons so far practicable.
 - .12 If the training center has achieved any Quality Control certification – enclose copy.
 - .13 Details of record-keeping – hard copies (files) and electronic etc.
 - .14 Format of certificate to be issued to successful participants.
2. The certificate must have the name of the approved training center or company with its logo and address (e-mail and fax essential). Title of the course as it appears in the Convention and approved by the PMA making reference to regulation and code. There must be a serial number or unique identification number for the certificate. The particulars of the seafarer must include the name, date of birth, Nationality and Passport or Discharge book number. The certificate must clearly mention if it is a mere attendance certificate or a Certificate of having successfully completed the course. The certificate must contain the signature with stamp/ seal of the issuing officer and the signature of the seafarer/ holder. Finally the certificate must make a reference to approval by PMA with date of approval.
3. On receipt of the details the PMA will attend a mutually agreed demonstration course and inspect the facilities, systems and procedures. If satisfied, a letter of approval shall be issued valid for a period of five years.



4. The approval process will be completed on a cost recovery basis that is to say the training center seeking approval shall bear the administrative expenses which shall include travel and accommodation expenses of the PMA official including professional fees for the time spent in assessment of the course. The training center will also have to pay similar fees for renewal of approval every five years. Professional charges which will be calculated on hourly basis shall be directly deposited with the PMA. However, training center will not be required to pay for monitoring visits made by PMA official to ensure quality control (continued maintenance of the standards).
5. The present Directive supersedes the Directive Number 3, which was published by the President of Customs and Ports on 24th October 2001.

Hassan Ali Al Majed

Undersecretary for Ports and Maritime Affairs

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