



Nautical Institute Oil Spill Response Training Course Accreditations 2027 Version

Check-list for NI personnel performing an accreditation audit

Information

* Audit Title

Text answer

Document No.

Text answer

Client / Site

Text answer

Conducted on

Date/time

Enter Date and Time:

___ ___ / ___ ___ / ___ ___ ___

___ ___ : ___ ___ AM / PM

Prepared by

Text answer

Location

Text answer

Personnel involved in review.

Text answer

Constraints to review

Text answer

Pre audit documentation

The following documents must submitted prior to the audit for review:

Select one

Note that manuals must be unique to the provider and be permitted for use. Copy of IMO model courses as a submission will not be accepted.

1. Centre Administration Manual.

- CV's including photos of instructors
- Health and safety information
- Feedback forms, and methods for assessing students
- Example certificates
- Administration procedures to cover registration/booking etc.
- Management review policy for updating of the course materials
- Performance appraisal and continuous improvement policy for instructors
- Complaints policy
- Control of documents policy.

2. Instructor / Directors manual for each course, including course timetable, lesson plans for each module and copies of training

material e.g. power points, video references, etc.

3 Student hand-outs and materials

☐ Yes

☐ Partial

☐ No

☐ N/A

Training Centre Administration

*** Scheme Type, UK or International or both**

Text answer

Have the terms and conditions been signed for the new or re-accreditation.

Select one

- ☐ Yes
- ☐ Partial
- ☐ No
- ☐ N/A

*** What is the address of the Centre being visited. List principle and satellite centres**

Text answer

*** What are the names of the courses being accredited. What equivalents are being sought**

Text answer

*** New accreditation, Re-accreditation or additional course**

Text answer

**What date does the Certification run from.
ie what date should be put on the
"Certificate" effective from**

Date/time

Enter Date and Time:

___ ___ / ___ ___ / ___ ___ ___

___ ___ : ___ ___ AM / PM

*** Does the provider hold any quality standards, if so list them and
indicate if any requirements of meeting the NI Standard are
contained within the quality standard**

Select one

☐ Yes

☐ No

☐ N/A

*** If a re-accreditation then review the last letter / list of
requirements to check if it has been done.**

Select one

☐ Yes

☐ No

☐ N/A

*** Has the provider provided a copy of the updated and / or new course materials to the NI**

Select one

☐ Yes

☐ No

☐ N/A

*** Has an annual return been submitted (MCA specification or International Scheme Certificates Issued)**

Select one

☐ Yes

☐ No

☐ N/A

*** The training centre is required to hold the rights to use the training material. Is this in place**

Select one

☐ Yes

☐ No

☐ N/A

*** Any other points not covered in the audit questions. Categorise requirement or recommendation**

Text answer

Documentation

Training Centre administration manual

Each training centre must have a single administration manual. The training centre administration manual must contain information that is common for all courses accredited. When only one course is accredited then the centre administration manual and the course instructor's manual can be combined.

Instruction

*** Document control . The centre administration must describe the document control procedure applicable to all documents. Documented procedures shall be established to define the controls needed: a. To approve documents prior to issue. b. To review and update as necessary and re-approve documents. c. To ensure that changes and the current revision status of documents are identified. d. To ensure that relevant versions of applicable documents are available at points of use. e. To ensure that documents remain legible and readily identifiable. f. To prevent the unintended use of obsolete documents, and to apply suitable identification to them if they are retained for any purpose.**

Select one

- ☐ Meets Standard
- ☐ Partially meets Standard. Recommendation
- ☐ Does not meet Standard. Requirement
- ☐ Pending review
- ☐ N/A

*** Pass or fail criteria. The centre's policies must provide criteria for course pass and course fail criteria. They must describe the actions to be taken if a student fails.**

Select one

- ☐ Meets Standard
- ☐ Partially meets Standard. Recommendation
- ☐ Does not meet Standard. Requirement
- ☐ Pending review
- ☐ N/A

*** The Centre administration manual must describe the testing requirements and testing procedures for the course modules including the storage of student records and retention period for audit purposes. (UK scheme courses require a 70% pass mark system of testing). Check on any local regulations that have a testing requirement are being followed. In absence NI recommend same as UK.**

Select one

- ☐ Meets Standard
- ☐ Partially meets Standard. Recommendation
- ☐ Does not meet Standard. Requirement
- ☐ Pending review
- ☐ N/A
-

Third party locations. If training is delivered at a third party location there must be an assessment process to check the quality of the classroom facilities, the exercise locations, equipment quality and local accommodations. Look for evidence of a risk assessemnt process before training commences.

Select one

- ☐ Meets Standard
- ☐ Partially meets Standard. Recommendation
- ☐ Does not meet Standard. Requirement
- ☐ Pending review
- ☐ N/A
-

*** Trainers development . The Centre policies must contain details of trainers development policies and their appraisal process ?
Instructors shall meet the following requirements: -**

- **Have a deep working knowledge of the subject being delivered**
- **Have a working knowledge of learning theory**
- **Have the ability to deliver the training in an engaging manner**
- **Demonstrate a continuous improvement process for trainers that develops technical knowledge and teaching skills**

Centres must be able to demonstrate the method by which they internally develop the abilities of their teaching personnel.

Select one

- ☐ Meets Standard
- ☐ Partially meets Standard. Recommendation
- ☐ Does not meet Standard. Requirement
- ☐ Pending review
- ☐ N/A
-

*** Assessment . If the Scheme of assessment (eg the UK Scheme) requires testing the Centre must maintain the student records for recall.**

Select one

- ☐ Meets Standard
- ☐ Partially meets Standard. Recommendation
- ☐ Does not meet Standard. Requirement

☐ Pending review

☐ N/A

*** Course updating. The Centre must have a policy regarding the updating of the course on a regular basis. Is there evidence of this occurring ?The centre must establish management reviews, monitoring and customer feedback systems to ensure its continuing suitability, adequacy and effectiveness. This review shall include assessing opportunities for improvement and the need for changes to the quality of the OSR training scheme, including policies and objectives.**

Select one

☐ Meets Standard

☐ Partially meets Standard. Recommendation

☐ Does not meet Standard. Requirement

☐ Pending review

☐ N/A

*** Student feedback. The centre must operate a system of student feedback that is used for improvement reviews ? Feedback forms are intended to assess the general quality of the course, its content, teaching method, instructors, facilities and infrastructure, and the helpfulness/professionalism of staff. The feedback about instructors and related course information must be used to nurture his/her annual appraisal and/or to improve course and teaching.**

Select one

☐ Meets Standard

☐ Partially meets Standard. Recommendation

☐ Does not meet Standard. Requirement

☐ Pending review

☐ N/A

*** Complaints procedure. There must be a Centre policy regarding complaints procedures for students available to students , and a system in place to track responses to closure.**

Select one

☐ Meets Standard

☐ Partially meets Standard. Recommendation

☐ Does not meet Standard. Requirement

☐ Pending review

☐ N/A

NI Circulars, The Centre must keep a file of all the NI Circulars. In the UK scheme the Centre must keep records of the annual trainers meeting minutes.

Select one

- ☐ Meets Standard
 - ☐ Partially meets Standard. Recommendation
 - ☐ Does not meet Standard. Requirement
 - ☐ Pending review
 - ☐ N/A
-

*** General administration. The manual must contain the details on administration common to all courses, such as issue of certificates and record keeping.**

Select one

- ☐ Meets Standard
 - ☐ Partially meets Standard. Recommendation
 - ☐ Does not meet Standard. Requirement
 - ☐ Pending review
 - ☐ N/A
-

Course specific manual.

There must be in place a manual for each course being accredited. This should contain all the information specific about the course and include lesson plans, timetables and other requirements of the relevant NI Standard. This section of the audit contains specific content questions

Instruction

The questions in this section relate to the course directors manual which is a standard requirement and an essential component of gaining Accrediation.

Instruction

Each course program must meet the requirement for the correct number of hours

Select one

- ☐ Meets Standard
 - ☐ Partially meets Standard. Recommendation
 - ☐ Does not meet Standard. Requirement
 - ☐ Pending review
 - ☐ N/A
-

*** Each course directors manual must contain the programme of the course.**

Select one

- ☐ Meets Standard
 - ☐ Partially meets Standard. Recommendation
 - ☐ Does not meet Standard. Requirement
 - ☐ Pending review
 - ☐ N/A
-

*** Each course programme must indicate which part of the applicable "Standard " or guideline is being met by the module. A spreadsheet / table must be used to map the providers programme to the requirements in the " Standard "**

Select one

- ☐ Meets Standard
 - ☐ Partially meets Standard. Recommendation
 - ☐ Does not meet Standard. Requirement
 - ☐ Pending review
 - ☐ N/A
-

Each course manual must describe the logistics required to run the course, such as transportation to venues, technical requirements for presentations, paperwork required such as handouts, etc.

Select one

- ☐ Meets Standard
 - ☐ Partially meets Standard. Recommendation
 - ☐ Does not meet Standard. Requirement
 - ☐ Pending review
 - ☐ N/A
-

*** Each course manual must contain the individual lesson plans and show skills and knowledge required to be gained by the student. The lesson plans must show the outcomes expected. The lesson plans must show the type of delivery method eg talk, exercise, discussion, video, remote learning etc. The lesson plans must show the logistics and resources required to deliver the module. Lesson plans must also be in place for practical exercises and other non classroom types of delivery. Lesson plans should also reference the risk assessment for a specific activity**

Select one

- ☐ Meets Standard
- ☐ Partially meets Standard. Recommendation
- ☐ Does not meet Standard. Requirement

☐ Pending review

☐ N/A

Each course must be a balance of learning methods e.g. discussions / exercises / simulations and they reflect the course specifications regarding the skill / ability / knowledge acquisition . ie for a skill requirement there should be an exercise or activity to test that the student has acquired that skill.

Select one

☐ Meets Standard

☐ Partially meets Standard. Recommendation

☐ Does not meet Standard. Requirement

☐ Pending review

☐ N/A

*** The Centre must have a risk assessment for both the classroom and practical exercise / field components of the course.**

Select one

☐ Meets Standard

☐ Partially meets Standard. Recommendation

☐ Does not meet Standard. Requirement

☐ Pending review

☐ N/A

Where testing, or evaluation is required each question set must have a range of different question types eg multiple choice and "open" questioning.

Select one

☐ Meets Standard

☐ Partially meets Standard. Recommendation

☐ Does not meet Standard. Requirement

☐ Pending review

☐ N/A

Delegate Manual

There must be a set of documented reference material documented relevant to the course. Papers, weblinks, video links etc. Are the references up to date ? The NI will provide a set of recommended references if required.

Select one

- ☐ Meets Standard
- ☐ Partially meets Standard. Recommendation
- ☐ Does not meet Standard. Requirement
- ☐ Pending review
- ☐ N/A

There must be a set of HSE information contained in the Student manual for the student , including offsite emergency situations

Select one

- ☐ Meets Standard
- ☐ Partially meets Standard. Recommendation
- ☐ Does not meet Standard. Requirement
- ☐ Pending review
- ☐ N/A

There must be a student manual for each course

Select one

- ☐ Meets Standard
- ☐ Partially meets Standard. Recommendation
- ☐ Does not meet Standard. Requirement
- ☐ Pending review
- ☐ N/A

The student manual must be document controlled

Select one

- ☐ Meets Standard
- ☐ Partially meets Standard. Recommendation
- ☐ Does not meet Standard. Requirement
- ☐ Pending review
- ☐ N/A

Other course documents

*** All course documents, forms, teaching material and slides must be in the English language,**

Select one

- ☐ Meets Standard
- ☐ Partially meets Standard. Recommendation
- ☐ Does not meet Standard. Requirement

☐ Pending review

☐ N/A

All course materials must reference sources of data, provider and date.

Select one

☐ Meets Standard

☐ Partially meets Standard. Recommendation

☐ Does not meet Standard. Requirement

☐ Pending review

☐ N/A

*** All course materials must be document controlled**

Select one

☐ Meets Standard

☐ Partially meets Standard. Recommendation

☐ Does not meet Standard. Requirement

☐ Pending review

☐ N/A

Course Certification

*** The Certificate must have the correct fields for unique identification, attendance class, and expiry data. It must display the correct NI logos. For IMO equivalent courses the IMO logo must not be used without permission from IMO.**

Select one

☐ Meets Standard

☐ Partially meets Standard. Recommendation

☐ Does not meet Standard. Requirement

☐ Pending review

☐ N/A

*** For on line courses is there a process for the issue of a Certificate that allows for control checks on student identity.**

Select one

☐ Meets Standard

☐ Partially meets Standard. Recommendation

☐ Does not meet Standard. Requirement

☐ Pending review

[] N/A

Technical content

Technical content

*** What International or National Standards or Recognised Guidelines has been applied to the course technical material. Answer for each course.**

Text answer

*** The courses content must be technically up to date. This should include local legislation , reflection of best practises, reflection of guidance documents eg IPIECA , IMO. If "partial" or "does not meet standard" then refer to detailed observations in next question**

Select one

- ☐ Meets Standard
- ☐ Partially meets Standard. Recommendation
- ☐ Does not meet Standard. Requirement
- ☐ Pending review
- ☐ N/A

The material must be relevant and tailored to the location, environment, and operations expected.

Select one

- ☐ Meets Standard
- ☐ Partially meets Standard. Recommendation
- ☐ Does not meet Standard. Requirement
- ☐ Pending review
- ☐ N/A

*** Detailed observations of technical content observations**

Text answer

If answer is not blank

<trigger not defined>

If answer is not blank

<trigger not defined>

Trainers qualifications

Trainers

*** The trainers cv's must be supplied**

Select one

- ☐ Meets Standard
 - ☐ Partially meets Standard. Recommendation
 - ☐ Does not meet Standard. Requirement
 - ☐ Pending review
 - ☐ N/A
-

*** The cv's of the trainers must indicate the correct level of knowledge and experience for the subject matter**

Select one

- ☐ Meets Standard
 - ☐ Partially meets Standard. Recommendation
 - ☐ Does not meet Standard. Requirement
 - ☐ Pending review
 - ☐ N/A
-

*** The trainer(s) must demonstrate competence of effective subject matter delivery. Observe in classroom environment if possible.**

Select one

- ☐ Meets Standard
 - ☐ Partially meets Standard. Recommendation
 - ☐ Does not meet Standard. Requirement
 - ☐ Pending review
 - ☐ N/A
-

*** The trainer must have a personal development plan to continually improve technical knowledge and training skills**

Select one

- ☐ Meets Standard
 - ☐ Partially meets Standard. Recommendation
 - ☐ Does not meet Standard. Requirement
 - ☐ Pending review
 - ☐ N/A
-

Site Visit

Site Visit Classroom

*** Was a visit performed. If not enter reason**

Text answer

The equipment used to deliver training eg projectors must be in good condition and adequate for the task. Look for maintenance records

Select one

- ☐ Meets Standard
- ☐ Partially meets Standard. Recommendation
- ☐ Does not meet Standard. Requirement
- ☐ Pending review
- ☐ N/A

The training centre must have a library of relevant current and up to date guidance documents, technical manuals and other material referring to oil spills that the students can utilise. (Physical or virtual).

Select one

- ☐ Meets Standard
- ☐ Partially meets Standard. Recommendation
- ☐ Does not meet Standard. Requirement
- ☐ Pending review
- ☐ N/A

The training centre must have adequate space for group working session, eg breakout rooms, if these are required by the course programme.

Select one

- ☐ Meets Standard
- ☐ Partially meets Standard. Recommendation
- ☐ Does not meet Standard. Requirement
- ☐ Pending review
- ☐ N/A

Risk assessments must be available for inspection. The risk assessments should cover the classroom work and exercise activity.

Select one

- ☐ Meets Standard
 - ☐ Partially meets Standard. Recommendation
 - ☐ Does not meet Standard. Requirement
 - ☐ Pending review
 - ☐ N/A
-

If a third party facility is used there must be a method of control checks / risk assessments, by the provider to ensure the third party facility meets the NI's standards.

Select one

- ☐ Meets Standard
 - ☐ Partially meets Standard. Recommendation
 - ☐ Does not meet Standard. Requirement
 - ☐ Pending review
 - ☐ N/A
-

Site Visit Practical Exercise Locations

Was a visit performed. If not enter reason

Text answer

Is this location assessment for a location used by the company being accredited... or is it that of a clients's site.

Text answer

What is the address of the location for the practical exercises if different to the training centre

Text answer

The location chosen must be safe for the students to use. The auditor should view the location if possible and view the risk assessment.

Select one

- ☐ Meets Standard
- ☐ Partially meets Standard. Recommendation
- ☐ Does not meet Standard. Requirement
- ☐ Pending review
- ☐ N/A

There must be adequate changing and cleaning facilities for the student if practical exercises are performed.

Select one

- ☐ Meets Standard
- ☐ Partially meets Standard. Recommendation
- ☐ Does not meet Standard. Requirement
- ☐ Pending review
- ☐ N/A

The instructors who will assist the students in the use of the equipment must be well trained in the use of the equipment. Check trainers cv, or competency matrix.

Select one

- ☐ Meets Standard
- ☐ Partially meets Standard. Recommendation
- ☐ Does not meet Standard. Requirement
- ☐ Pending review
- ☐ N/A

There must be appropriate PPE available for the students. If working on docksides or in boats there must be life jackets for students

Select one

- ☐ Meets Standard
- ☐ Partially meets Standard. Recommendation
- ☐ Does not meet Standard. Requirement
- ☐ Pending review
- ☐ N/A

The equipment used for practical exercise must be in good

Select one

condition.

- ☐ Meets Standard
 - ☐ Partially meets Standard. Recommendation
 - ☐ Does not meet Standard. Requirement
 - ☐ Pending review
 - ☐ N/A
-

The equipment used for practical exercises and demonstrations must cover a range of different equipment types eg different skimmer types, different boom types.

Select one

- ☐ Meets Standard
 - ☐ Partially meets Standard. Recommendation
 - ☐ Does not meet Standard. Requirement
 - ☐ Pending review
 - ☐ N/A
-

*** The training centre must maintain thier practical exercise equipment periodically according to the manufacturer's guidance. The maintenance shall be periodically reviewed by an authorised technician and documented accordingly. A copy of the maintenance contract and a record of the maintenance carried out must be available when the centre is audited.**

Select one

- ☐ Meets Standard
 - ☐ Partially meets Standard. Recommendation
 - ☐ Does not meet Standard. Requirement
 - ☐ Pending review
 - ☐ N/A
-

Result, Requirements and Recommendations

What is the result of the Accreditation visit

Select one

- ☐ Pass
- ☐ Fail
- ☐ N/A
- ☐ Awaiting actions to be completed

If a Pass what is the type of Accreditation awarded

Select one

- ☐ Full
- ☐ Provisional

Are there Requirements , normally to be completed within 3 months or any immediate actions required.

Select one

- ☐ Yes
- ☐ No
- ☐ N/A

Date expected for return of completed Requirements

Date/time

Enter Date and Time:

___ ___ / ___ ___ / ___ ___

___ ___ : ___ ___ AM / PM

Are there Recommendations.

Select one

- ☐ Yes
- ☐ No
- ☐ N/A

Certifications

Company name preferred to appear on the Certificate and course name descriptions. Date of initial certification or re-accreditation to put onto Certificate

Text answer

General comments from Auditor

General comments from Auditor

Text answer

NI Follow up

[] Has post audit survey been sent to client

Checkbox

Have the requirements been completed to satisfactory within the time frame set

Text answer

Has invoicing been completed

Text answer

Has filing been done

Text answer