APPLICATION FORM

ACCREDITATION/REACCREDITATION AUDIT

Date of Application:

Estimated date of readiness for audit:

|  |
| --- |
| **Section A: Details of Training Centre**  |
| Registered Name  |  |
| Address, (with Post Code)  |  |
| Telephone  |  |
| Fax |  |
| Email  |  |
| Website  |  |
| Person In Charge / Date of birth |  |
| Contact Person / Date of Birth  |  |
| Name of Course(s) to be audited: (Induction, Simulator, STR, Shuttle Tanker, Revalidation, Others)  |  |
| Name of Instructors/ DP Cert No  | Training Programme completion date or date of NI approval letter |
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| **Section B: Simulator Details (In Brief)** |
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|  |  |
| **Section C: Checklist of Submission of Documents (Tick relevant boxes)** |
| COURSE MATERIALS: (a) Instructor’s manual for specific course, including course timetable, lesson plans for each module, power points, exercises etc. (b) Students Manuals, hand outs and materials. |
|  | Induction |
|  | Simulator |
|  | Sea Time Reduction |
|  | Shuttle Tanker Course B. |
|  | Revalidation Course |
|  | Others (Specify) |
| INSTRUCTORS: (Documents to be provided for each instructor) |
|  | CVs (including photos)  |
|  | NI Unlimited DP certificate  |
|  | Copy of IMCA and/or NI logbook pages |
|  | Instructor’s training programme  |
|  | IMO train the trainer or teaching certificate |
|  | Signature and full name on Training Centre letter head |
|  | NI Instructor Approval Letter |
| ADMINISTRATIVE DOCUMENTS: |
|  | Company Registration Certificate |
|  | Health and safety information |
|  | Forms, (Students registration, attendance list, feedback, complaints etc) |
|  | Copy of Course Certificates to be issued |
|  | Administration procedures to cover registration/booking, logbook control etc |
|  | Management review policy |
|  | Performance appraisal policy for instructors |
|  | Complaints policy |
|  | Control of documents policy |
| SIMULATOR INFORMATION: |
|  | Description and layout of the equipment |
| SATELLITE CENTRES, JOINT VENTURES or PARTNERSHIPS**:** |
|  | Joint venture or business partnership agreement (or contract) between the companies |
|  | Administration procedures showing the responsibilities and actions of each company |
|  | Stamp and course certificate in the name of both companies |

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Signature of the Responsible Person from the Training Centre and date

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Full Name and Title/Position of the Responsible Person from the Training Centre

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Name of Training Centre with Official Seal