

**Nautical Institute Oil Spill Response Training Course Accreditations Nov. 2023 Version. Audit Protocol**

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|  | **Incomplete** |

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| Score | **0 / 55 (0%)** | Flagged items | **0** | Actions | **0** |

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| Audit Title |   |

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| Personnel involved in review. |   |

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| Constraints to review |   |

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| Pre audit documentation | 0 / 1 (0%) |

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| The following documents must submit prior to the audit for review:  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.  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. • Student hand-outs and materials• CV’s including photos of instructors• Health and safety information• Attendance list, 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 |

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| **Training Centre Administration** | 0 / 15 (0%) |

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| Scheme Type, UK or International or both |   |

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| What is the address of the Centre being visited. List principle and satellite centre |  |

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

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

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| What date does the Certification run from. i.e., what date should be put on the "Certificate" effective from |  |

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| 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 |

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

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

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

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| The training centre holds the rights to use the training material. |   |

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

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| 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. |

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| 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 assessment process before training commences.  |

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| 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 Centre’s must be able to demonstrate the method by which they internally develop the abilities of their teaching personnel. |

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| If the Scheme of assessment (e.g., the UK Scheme) requires testing the Centre must maintain the student records for recall. |

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| 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. |

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| 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.  |

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

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| 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. |

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

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| 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. |

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| For online courses there must be a process for the issue of a Certificate that allows for control checks on student identity. |

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| **Course Manuals** | 0 / 12 (0%) |

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| There must be in place a Course Directors manual for each course being accredited. This should contain all the information about the course and include policies, lesson plans, timetables, and other requirements of the relevant NI Standard. This section of the audit contains specific content questions |
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| The manual must contain the details on administration relevant to the course such as issue of certificates, record keeping. If this information is in other Centre policies, then please note where this information is contained. |

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| Each course director’s manual must contain the program of the course. |   |

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| The course program must meet the requirement for the correct number of hours |   |

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| The course program 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 program to the requirements in the " Standard "  |

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| For UK and OPRC courses, there must be a copy of the "syllabus specification" in the form of a spreadsheet (provided by the NI) with an additional column showing which of the providers modules deliver that specification. |

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| The 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.  |

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| The course manual must describe the course update procedure. Look for evidence of course updating process |   |

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| The 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 e.g., talk, exercise, discussion, video, remote learning etc. The lesson plans must show the logistics and resources required to deliver the module.  |

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| If there are practical exercises the details of the exercises such as logistics, objectives and risk assessments must be documented in the Course Directors Manual. There must be lesson plans for the practical exercises. |

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| There must be a student manual for each course |   |

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

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| 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.  |

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| **Technical content** | 0 / 7 (0%) |

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

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

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| Detailed observations of technical content observations |   |

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| Any slides used must be clear and well laid out. Slides must reference source material. The slides must be numbered with a dated cover sheets to indicate version number. |

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

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

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| The course 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. |

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| There must be a method to test the learning of course content in place that can be recorded for audit purposes. |   |

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| There must a range of different question types e.g., multiple choice and "open" questioning.  |   |

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| **Trainers’ qualifications** | 0 / 4 (0%) |

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| The trainers cv's must be supplied |   |

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

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

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

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| **Site Visit** | 0 / 12 (0%) |

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| Site Visit Classroom | 0 / 5 (0%) |

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

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

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| 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).  |

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| The training centre must have adequate space for group working session, e.g., breakout rooms, if these are required by the course program.  |

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

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| 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. |

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| Site Visit Practical Exercise Locations | 0 / 7 (0%) |

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

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

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

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

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

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| 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. |

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

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| The equipment used for practical exercise must be in good condition.  |   |

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

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| The training centre must maintain their 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. |

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| **Result, Requirements and Recommendations** | 0 / 4 (0%) |

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| What is the result of the Accreditation visit |   |

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| If a Pass what is the type of Accreditation awarded |   |

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

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| Date expected for return of completed Requirements |  |

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| Are there Recommendations.  |   |

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

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| General comments from Auditor |   |

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| Have the requirements been completed to satisfactory within the time frame set | [ ]  |

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| Has invoicing been completed | [ ]  |

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| Has filing been done | [ ]  |

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| Has post audit survey been sent to client | [ ]  |

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