



Guidelines for the Accreditation of Maritime Training Institutions (MTIs) and Courses



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1.0 Introduction:

This revised guideline has been established to fulfill the requirements as set out in Regulation I/6 and I/8 under Standards of Training, Certification and Watch Keeping for Seafarers (STCW) 1978 as amended, and in accordance with the Merchant Shipping Act (Training and Certification) Regulation 2017.

2.0 Foreword from IMO – Maritime Training Institutions Approved by Member States

The STCW Convention requires that training leading to the issue of a certificate is 'approved'. The International Maritime Organization does not approve any training courses or institutes. This is a privilege and responsibility of Member Governments who are Parties to the STCW Convention.

Approval is normally given by the Maritime Administration of an STCW Party in accordance with the Convention requirements. Amongst other things, the Convention requires that training and assessment of seafarers are administered, supervised and monitored in accordance with the provisions of the STCW Code; and those responsible for training and assessment of competence of seafarers are appropriately qualified in accordance with the provisions of the Code.

<http://www.imo.org/en/OurWork/humanelement/trainingcertification/pages/stcw-convention.aspx>

3.0 Purpose:

The purpose of this Guideline is:

- To acquaint Maritime Training Institutions with the requirements for the approvals/accreditation of training facilities/courses;
- To provide positive guide to MTIs for auditing/inspection of Maritime Training Institutions;
- To outline the Agency's expectations on the monitoring of MTIs to ascertain their compliance with the relevant Sections of the STCW '78 as amended, and other related Regulations/Conventions.



4.0 Scope:

This Guideline applies to approval of Maritime Training Institutions and courses. It shall further cover the monitoring and auditing/inspection of existing Maritime Training Institutions.

5.0 Definitions:

- Able Seafarer Deck - A rating qualified in accordance with the Provisions of Regulation II/5 of the Convention
- Able Seafarer Engine - A rating qualified in accordance with the provisions of Engine Regulation II/5 of the Convention
- Accreditation - Certificated recognition given by the Administration to the MTI. The Accreditation is to ensure that MTIs provide training in accordance with the standards set out by the STCW '78 and the Administration.
- Administration - Government of the party whose flag the ship is Entitled to fly
- AD (QA) - Assistant Director Quality Assurance, Head Quality Assurance unit of the MSSSD
- Approval - Written permission for conducting maritime Training course(s) issued by the Agency to MTIs
- Approved - Authorization granted by the Agency in Accordance with the MSTC Revised Guidelines
- Audit - Systematic independent and documented process For obtaining audit evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled



Auditor	-	A qualified individual carrying out compliance Audit on behalf of the Administration.
CAC	-	Corporate Affairs Commission
CAP	-	Corrective Action Plan
Certificate	-	A valid document by whatever name it may be Known, issued by or under the authority of the Administration or recognized by the Administration authorizing the holder to serve
Certificate of Competency (CoC)	-	A Certificate issued and endorsed for Masters Chief Engineers, and Officers Competency and GMDSS Radio Operators in accordance with the provisions of Chapters II, III, IV, or VII of this annex and entitling the lawful holder thereof to serve in the capacity and perform the functions involved at the level of responsibility specified therein;
Certificate of Proficiency	-	Certificate, other than a certificate of competency issued to a seafarer, stating that the Relevant requirements of Training, competencies or seagoing service in the Convention has been met;
DD (SS&T)	-	Deputy Director Seafarers Standards & Training/Head of Seafarers Standards of the MSSSD
DMSSS	-	Director Maritime Safety & Seafarers Standards
E&C	-	Examination and Certification Unit
ED (Ops)	-	Executive Director (Operations) direct reporting line of the MSSSD
FRSC	-	Federal Road Safety Commission



- Instructor - A qualified person trained and certified in technical Teaching on related field of specialization

- ISPS Code - International Ship and Port Facility Security (ISPS) Code Adopted on 12 December 2002, by resolution 2 of the Conference of Contracting Governments to the International Convention for the Safety of Life at Sea (SOLAS), 1974, as may be amended by the Organization;

- MSA - Merchant Shipping Act

- MSTC - Maritime Safety Training Course

- MTI - Maritime Training Institution

- NIMASA - Nigerian Maritime Administration and Safety Agency

- Non-Conformity - Evidence or failure to meet the requirements of an Approved process or the negative deviation from the conventional and acceptable process or activity

- Party - A state for which the Convention has entered into Force

- QA - Quality Assurance Unit of Maritime Safety and Seafarers Standards Department

- QMS - Quality Management System

- Regulations - Regulations contained in the annex to the Convention

- Revalidation - Revalidation of a certificate or other qualification(s) In line with STCW '78 as amended (Ref 1/II)



- Seagoing Service - Approved service on board a ship of relevant capacity
In line with relevant regulations.
- SMS - Short Message Service
- STCW - Initial Convention on Standards of Training
Certification and Watch-keeping for Seafarers (1978)
Regulations contained in the annex to the Convention
- Regulations - Rules enacted with respect to any IMO Conventions
Referenced in the Guideline
- SOLAS - International Conference of Safety of Life at Sea 1974
As amended
- NCV - Near Coastal Voyage as defined by National REG
- FGN - Foreign Going
- NC - Non-Conformity
- CAP - Corrective Action Plan



Section A

6.0 Transition:

- 6.1 This Revised Guideline for Maritime Safety Training Course Approval supersedes any previous guideline in any format issued by the Administration for the accreditation of Maritime Training Institutions to conduct STCW '78 (as amended) conventional courses and non-conventional courses, the establishment of Simulation Centers, and the conduct of any type of audits at such Institutions.
- 6.2 This guideline is applicable to MTI's facilities and all Maritime Safety courses so approved by the Administration, to be conducted in Nigeria.
- 6.3 Every accredited MTI and all approved courses will be audited in accordance with this guideline and any IMO related regulations, guidelines and recommendations.
- 6.4 Training providers are advised to upgrade their structures and Quality Management Systems (QMS) to prevent non-conformity therein and ensure that their schemes are in tandem with the NIMASA's requirement and STCW '78 as amended.
- 6.5 This guideline may be revised as required to maintain the Administration's QMS. Efforts will be made to communicate such changes whenever effected. However, stakeholders are advised to use the version on the Agency's web page.
- 6.6 This guideline is valid as at the date of it being printed. MTIs and all stakeholders are advised to use the updated guideline printed from NIMASA portal.



7 Ownership Structures

- 7.1 The Applicant shall present a certified true copy of Certificate of incorporation on the registration of the MTI with the Corporate Affairs Commission meeting the requirements of The Nigerian Company and Allied Matters Act (CAMA).
- 7.2 The Agency welcomes the participation of foreign organizations and other Maritime Institutions in the form of partnership as shareholders (guided by Business Permit Certificate from CAC) or in a signed Memorandum of Understanding (MoU). Joint ownership with a foreign entity shall meet the requirement above.
- 7.3 The employment of qualified foreigners as instructors is acceptable but must be backed up with Expatriate Quota Approvals (If necessary) and meet all National requirements for the employment of foreigners.
- 7.4 The initial submissions by all applicants shall be accompanied with Organogram, documents, certificates and MoUs backing the establishment and management of the MTIs including the requirements listed under Course Framework in related IMO Model Course(s).
- 7.5 The Agency strongly supports the establishment of MTIs at Owners Permanent site, However where the MTI is on a rented/ long term tenancy property, owners are advised to NOTE that the relocation to a new site can only be endorsed after facility Inspection and Approval of new site. The Approval shall be **WITHDRAWN** where the new site is not approved.

(SEE PAGE 20)



Section B

7.0 Course Administration Processes:

7.1 Application:

All requests for accreditation and approval should be forwarded to the Director General (DG) while putting the Director, Maritime Safety and Seafarers Standards Department in copy (Cc), by an MTI desiring to conduct any of the conventional/non-conventional courses. Submission can be in soft copy (DVD Format) and Hard copy and must contain the relevant information described in subsequent Sections as stated below.

Application for approval shall be submitted **for every course** that requires accreditation; each application must contain the stipulated elements as captured in MTI Guidelines and relevant IMO Model Course for the conventional courses. Non-conventional courses will be assessed using the Administration's approved syllabi.

7.2 Eligibility:

Training providers or intended Training providers must be authorized to conduct business under the laws of the Federal Republic of Nigeria (CAC Certification as Maritime Training Provider).

7.3 Curriculum:

The content of approved courses should conform to the syllabi of the applicable relevant IMO model courses, STCW'78 requirements and/or the Agency's requirements as approved. Courses should be conducted as submitted and in accordance with the conditions of the approval as stated in the course approval notification.

The MTI shall submit its syllabus with clear course contents that met the required standards.



It is the responsibility of the MTI to make every endeavour to ensure their curriculum is updated to meet any changes/revision by STCW, and such shall be communicated to the Agency.

7.4 Instructor(s):

Information regarding Instructors shall be submitted as part of the initial request for course approval which will clearly identify the LEAD and SUPPORT Instructors for EACH course/subjects. Any subsequent consideration of Instructor changes should be submitted to the Agency (above address) for evaluation and written approval. The instructor shall meet the minimum criteria contained in the Agency's "Minimum Qualification for Lecturer" Annexure II, Section A.

7.5 Qualification of an Instructor (Refer to Instructor's Requirement QA MART. INSTR. 1):

To be a qualified instructor, a person must comply with the following Criteria in addition to the QA MART. INSTR. 1: Annex II

- (a) The Agency will interview all existing lecturers handling all professional courses. However, for Initial Accreditation, the Agency would in addition, at its prerogative, examine and assess the competency/proficiency of all lecturers handling core professional courses;
- (b) No non-CoC holders' lecturers shall be assigned the responsibility of lecturing any CoC core courses, however, where an MTI is faced with such circumstances, it shall communicate its intention to the Agency and seek for an official waiver/approval after an agreed recommended action (which shall be for a specific period) and (time-bound).

The Instructor shall possess instructional techniques as well as;

- (c) Holds the required certification, endorsement or professional recognition as highlighted in the qualification Annex;



- (d) Possess related operational experience and ability to conduct Training using approved teaching techniques. And also have a Professional qualification.
The Agency shall accept the MTIs arrangement with any tertiary Institution for the training of its lecturers.
- (e) Documented proof in a form of performance assessment and successfully completed a “train-the-trainer” course certificate or qualification or syllabus approved by the Administration (IMO No.6.09 course model);
- (f) Depending on the subject, all technical CoC courses must be taught by CoC holders that meet the requirement. However, the Agency shall ensure lectures for non-technical CoC courses are expert(s) in a particular field or possess at least five (5) years in specific professional services in the related field and/or meet NBTE and NUC qualifications for Bsc/HND lecturers.
- (g) Where there are planned changes, the Agency shall be informed and approval obtained for any instructor for core courses.\
- (f) The MTI shall have 90% permanent staff and lecturers/instructors

7.6 Qualification of Simulator Instructor (Refer to Instructor’s Requirement QA MART. INSTR. 1):

1. A simulator instructor must have practical operational experience in technical teaching and certificated in a specific type of simulator, including its usage.
2. Shall be a Certified professional in the field

7.7 Instructor(s) Availability:

- All instructors **must be available** during any audit exercise.
- The engagement of an instructor shall be sealed with a contract clearly stating the conditions and validity.

Note: No instructor should serve in more than two (2) MTIs at the same period and CAN only be listed as a permanent staff in one (1) MTI.



8.0 Records:

A training provider offering an approved course shall maintain a file at the training facility, for 10 years after the end of each student's enrolment. This file should contain the student's examinations, a report of practical tests administered, and a record of classroom attendance.

9.0 Data Security:

The records may be maintained at one central location identified in the course approval request.

Blank course completion Certificates should always be secured. The paper stock of course completion certificates should contain more than one of the underlisted security features:

- (a) The use of special inks;
- (b) The use of gradient colours;
- (c) The use of special security paper or of paper containing watermarks visible when the document is held at an angle against the light;
- (d) The use of fluorescent ink visible with ultraviolet light;
- (e) The use of digitized photographs;
- (f) The use of smart chips or bar codes;
- (g) Special thermal coverage of the seafarer's photograph;
- (h) The use of heat sealed laminates;
- (i) The use of features, such as redundant data, which are carried over in digital images or other copies; and
- (j) Certificate Number.

10.0 Certificate Format:

Sample of Certificate format for approved courses will be sent to MTIs at point of approval. Course completion certificates should be in the Administration's standard format indicating the following:

- (a) The name of the MTI;
- (b) The Student's name and signature;
- (c) Photograph of Certificate holder;



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- (d) Date of Birth of the Certificate holder;
- (e) The name of the Course as stated in the course approval notification indicating appropriate Regulation from the STCW '78 as amended Code;
- (f) Certificate Number;
- (g) The start and completion date of the particular safety training;
- (h) Expiry Date (where applicable)
- (i) Seal and Security features;
- (j) The signature(s) of the Course Instructor(s) and an authorized official
- (k) Recognition of the Issuing Authority

Note: Appendix I – See Certificate Format attached

11.0 Training Facilities:

All MTIs are required to conduct trainings in their approved facility (ies). Trainings involving practical demonstrations are to be carried out at accredited locations. All facilities shall be owned by the MTI to avoid the risk of discontinuity due to tenancy. Any changes of facilities or terms of approval shall be communicated to the Agency for fresh review and acceptance. The Agency shall NOT accept satellite campuses. However, every campus shall be audited as a stand-alone MTI. However any annex within the same city can be considered

12.0 Accreditation:

Accreditation of MTIs aims at ensuring its strict compliance with the rules/regulations as captured in this Guideline.

12.1 Types of Accreditation:

12.1.1 Initial Accreditation:

Initial accreditation will be granted based on the compliance with the minimum standard after audit/facility inspection, in order to commence courses. Provisional approval will be granted for a period of one (1) year.



12.1.2 Full Accreditation:

Full accreditation will be granted based on the Administration's reviewing MTI's QMS, witnessing on-going training courses, demonstration and simulation facilities, inspection of training Equipment, course materials and interviewing of instructors. The cost for all related activities to full accreditation shall be borne by the MTI. A certificate of accreditation shall be issued once the Administration is satisfied with the outcome. The accreditation shall be for a period of five (5) years.

12.1.3 Renewal Accreditation:

Renewal of full accreditation is subject to submission of written application to the Director-General (DG) at least ninety (90) days prior to its expiration.

NOTE 1: All accreditations and approvals are subject to fees as approved by the Administration

NOTE 2: Approval will be granted for five (5) years subject to outcome of audits within the accreditation period.

13.0 Audit:

The Administration will conduct an audit on an MTI to ensure that approval can be granted.

13.1 Types of Audit:

There are five (5) types of audits that shall be conducted by the Administration:

- (a) Initial;
- (b) Follow-up (at the expense of the MTI);
- (c) Surveillance;
- (d) Renewal; and

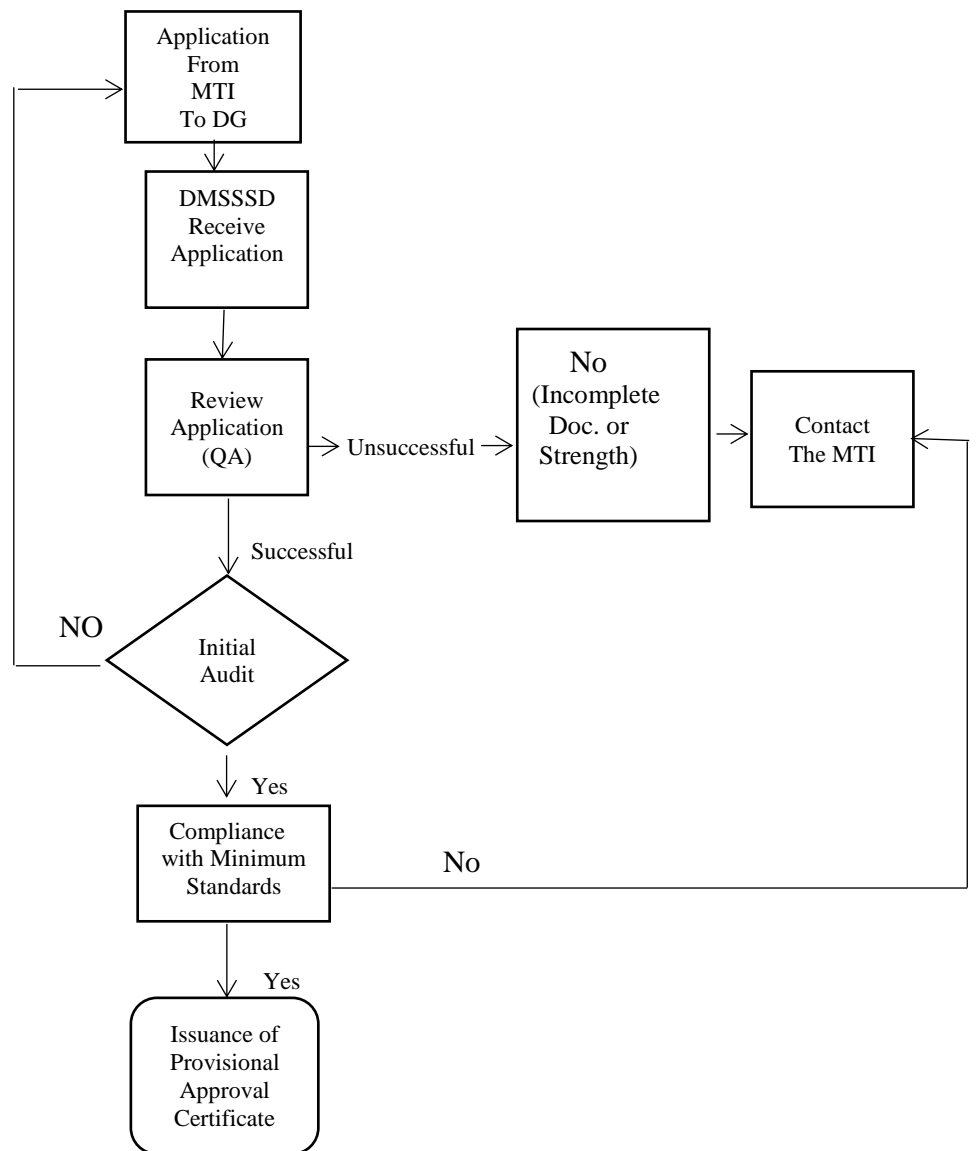


- (e) External Audit: Every five (5) years. However, it shall also be part of the initial audit for MTIs applying for approval to conduct CoC (FGN and NCV Certification).

13.1.1 Initial Audit:

In this process, after implementing QMS, a newly established MTI will be audited/inspected for the first time by the Administration which may lead to the issuance of provisional approval.

Initial Audit Flowchart





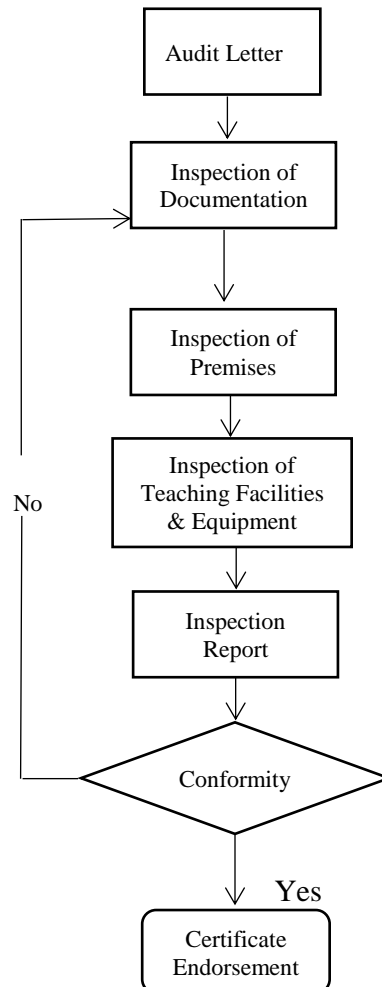
+ 1 Year

Full
Approval

13.1.2 Surveillance Audit:

Is a periodic exercise that is conducted within the validity period of accreditation as determine by the Agency. It could be carried out after prior information. However, the MTI shall be audited at least once before the renewal of accreditation. This audit will be conducted to check the level of compliance with the relevant standards by the approved MTIs without prior notice from the Administration.

Audit Flowchart



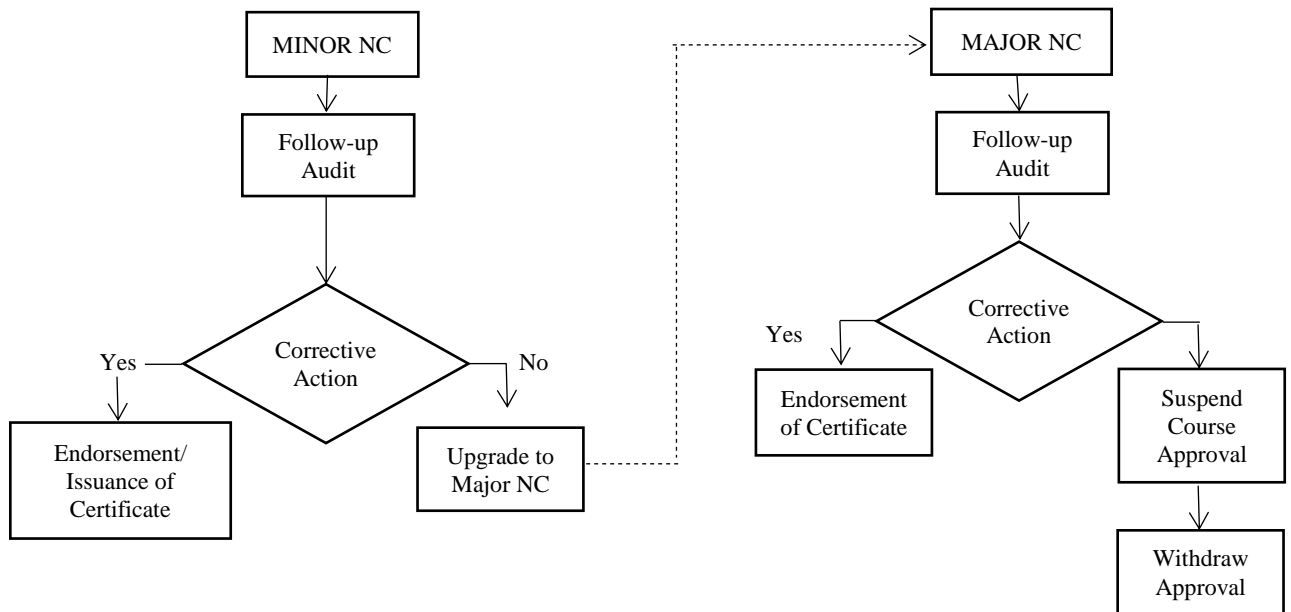


13.1.3 Follow-up Audit:

This is usually conducted as follow-up audit to close-out non-conformities identified during any audit which can either be desktop review or through facility inspection. **The cost of such audit shall be borne by the MTI.** The follow-up audit may consist of the following:

- Signing off the non-conformities based on corrective evidence supplied by the MTI;
- Conduct of supplementary audit within the agreed time frame.

Follow-Up Audit Flowchart

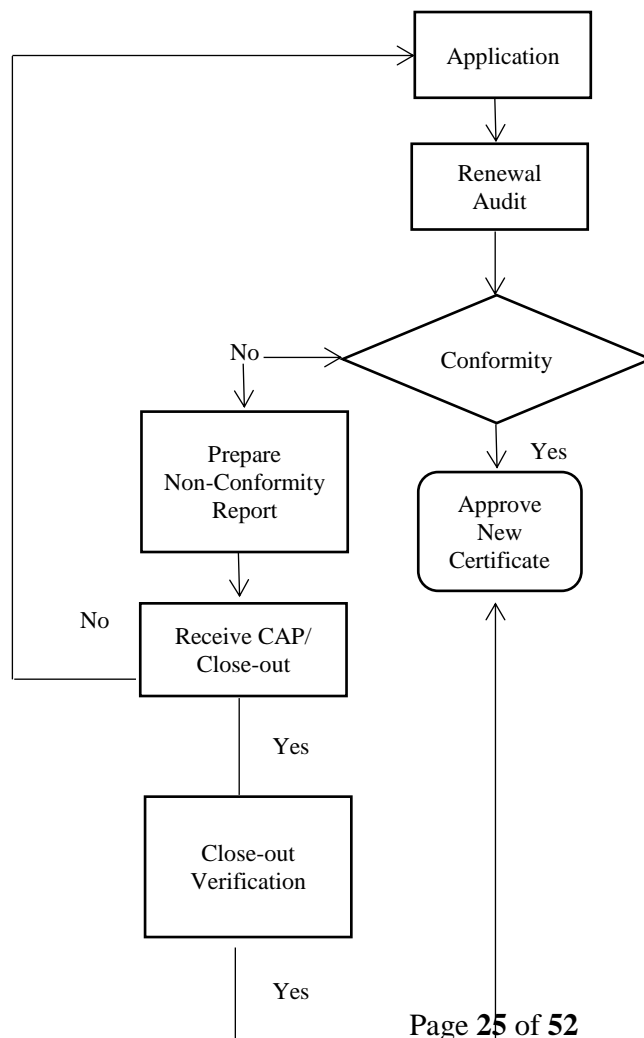




13.1.4 Renewal Audit:

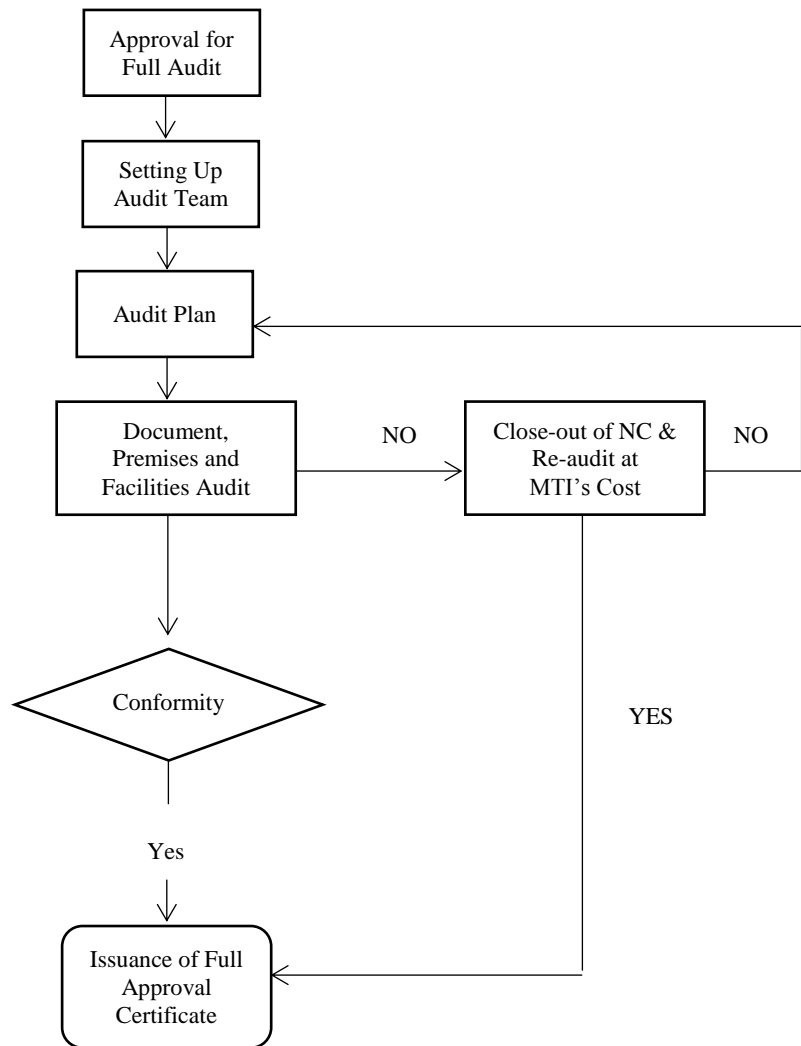
This audit is conducted within three (3) months before the expiration of the existing approval. Application for renewal must be in written form and received by the Administration not later than ninety (90) days before the expiration of the existing approval. Certificates may be issued for a maximum of five (5) years from the expiry date of the existing certificate.

Renewal Audit Flowchart





Full Audit Flowchart





13.1.5 A Training Provider's Survey Audit is conducted when the Administration obtains survey data directly from students using questionnaire including SmS format to verify that courses are conducted in accordance with the terms of the course approval.

13.1.6 External Audit: The Agency shall on a five (5) yearly period, commission an external auditor (like the Classification Society) who is familiar with IMO and the stipulations of the STCW Code to conduct an independent audit of all the MTIs at no cost to the MTIs. A scheduling arrangement shall be made by the Quality Assurance Unit to ensure that the external audit does not coincide with the year or renewal audit.

13.2 Audit Reports:

All audits, except customer surveys, are followed-up by a letter discussing the results of the audit. Preliminary report(s) will be discussed and signed with respective MTI's management prior to the auditors' departure from the training site.

13.2.1 Types of Audit Reports:

13.2.2 Preliminary Audit Report:

This report is issued at the end of an audit exercise awaiting the submission of Corrective Action Plan (CAP) from the MTI. It will be discussed, agreed, signed by both parties (Auditor & MTI).

13.2.3 Full Report:

Updated full report is sent after full audit report shall be issued within two (2) weeks after the audit and in the approved Agency's Format.



13.2.4 Corrective Action Plan (CAP):

The MTI shall within thirty (30) days of receipt of full audit report, revert with related Corrective Action Plan (CAP).

13.2.5 MTIs Internal Audit:

This is a mandatory audit to be carried out internally by the MTIs annually. This will form part of the requirement by the Administration and shall be clearly highlighted in the QMS of the MTI.

13.3 Non-Conformity:

13.3.1 Types of Non-Conformities:

13.3.2 Major Non-Conformity:

- Non-conformity to the set requirements or procedural elements that may cause failure in meeting the objectives (meeting up course delivery standards);
- Activities causing the MTI not to be in operation or courses could not be conducted until all the major non-conformities have been closed out;
- The DG, through the DMSSSD may withdraw any approval if the MTI fails to close-out the major non-conformity within the stipulated time frame;
- The time frame to close-out any non-conformity must be reasonable and should not exceed ninety (90) days.



13.3.3 Minor Non-Conformity:

- Minor non-conformity in relation with the procedures derived from human discipline resulting in the non-conformity;
- MTIs may continue to operate and the courses may proceed as usual. However, the MTI must send CAP within thirty (30) days and also close-out the minor non-conformity within ninety (90) days;
- Failure to close-out the non-conformity within the stipulated time frame may cause change in the status from minor to major non-conformity.

13.4 Observation

Observation is a minor deviation recorded/noted aimed at enhancement and prevention of failures. However, it may be imposed when there is insufficient objective evidence that shows any non-conformity.

Observation must be complied with by the MTI from time to time. Minor non-conformity status may be imposed in the event that observation is repeated, or no preventive action/enhancement is taken by the MTI.

13.5 Termination of Audit:

13.6 Reasons for Termination of Audit:

- (a) Failure of MTI's authorities to cooperate with the process of audit (management commitment);



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- (b) Unpreparedness of MTI's authorities despite prior announcement;
- (c) Lack of awareness of MTI's authorities about quality management system processes.

NOTE: Any form of termination in the process of audit means non-compliance with supervision process by MTI's authorities and consequences are dealt with in accordance with this Guideline.

14.0 Monitoring of Certificate of Competency (CoC) , Certificate of Proficiency (CoP) and GMDSS Examinations:

All Certificates of Competency (CoC) and Certificate of Proficiency (CoP) Examinations (STCW, Inland Water Craft and GMDSS) shall be duly monitored by representatives of the Agency who are not themselves, part of the examination processes. The monitor or monitoring team shall be commissioned by the DMSSSD and Approved by the ED (OPS) and could be drawn from any location of the Quality Assurance (QA) Unit. This is to ensure integrity is maintained and that the processes are carried out in compliance with acceptable minimum quality/standards.

15.0 Types of Approval:

15.1 Provisional Approval:

This approval is valid for a period of one (1) year subject to successful audit/facility inspection;

15.2 Full Approval:

Full accreditation of all approved MTIs shall be issued after the expiration of the Provisional Certificate. This has a validity period of five (5) years subject to successful audit/facility inspection within the period. The MTI shall be issued with a Certificate of Accreditation.

16.0 Withdrawal of Approval:

The cancellation of an Approval and consequent withdrawal can take place when the controlling interest in an approved course is surrendered, sold or



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otherwise transferred or conveyed; or until the approval is suspended or withdrawn. Subsequent renewals may be granted subject to a written application to the Director Maritime Safety and Seafarers Standards Department for evaluation and written approval with the re-inspection cost covered by the MTI.

17.0 Renewal Application:

An approval for the renewal of a course approval shall be submitted at least ninety **(90) days** before the existing approval expires. Courses submitted for renewal shall be in the same format as the original submission and where necessary, should be updated to meet any changes in the related Conventions, guidelines and recommendations subjected to earlier standard. To facilitate renewal process, visible changes should be highlighted.

If there have been no changes since the last approval, a statement to the effect that the curriculum, instructors and facilities are the same should accompany the submitted application. Renewals are effective for **five (5) years**.

18.0 Violations:

Some examples of violations are as follows, but not limited to:

18.1 Violations that may result in a Written Notification:

Written Notification is a formal communication (either by Email or post) between the Administration and the MTI on the fraction committed by the training institution concerning standard of training. Time frame for close-out of this warning is put at ten (10) working days.

18.1.1 Not informing the trainees of maximum allowed absence period for each course;

18.1.2 Inactive participation of instructors and trainees in theory and practical classes;



- 18.1.3 Failure to inform the Administration of changes in the annual calendar, 48hrs before commencement of the course;
- 18.1.4 Use of unapproved training centres/facilities/aids during course delivery;
- 18.1.5 Failure to comply with proper house-keeping of trainees and place of training;
- 18.1.6 Failure to observe discipline in the conduct of instructors and trainees within the MTI;

- 18.1.7 Lack of training activities at least for a period of twelve (12) months;
- 18.1.8 Unsuitable lighting and ventilation systems in the MTI
- 18.1.9 Unrealistic advertisement;
- 18.1.10 Failure to comply with **minimum contents of the course** completion certificates;
- 18.1.11 Failure to duly reply to the communication from the Administration;
- 18.1.12 Failure to issue course completion certificates to trainees after assessment/final examinations.

18.2 Violations that may result in a Written Warning:

- 18.2.1 Failure to implement training course as per course schedule in line with the Administration's laid down rules;
- 18.2.2 Failure to conduct compensatory classes by the MTI;
- 18.2.3 Unable to deploy the required equipment/training aids during course delivery;
- 18.2.4 Any changes in course schedule without prior notice to the Administration;
- 18.2.5 Inadequate archive facility;
- 18.2.6 Failure to cooperate with the Administration in monitoring course delivery;
- 18.2.7 Receiving two (2) notifications within 12 calendar months;
- 18.2.8 Having more than ten (10) cases of minor non-conformities during audit;
- 18.2.9 Inadequate instructors in practical training course;
- 18.2.10 Failure to monitor continuous attendance of trainees;
- 18.2.11 Failure to conduct scheduled training and refusal to communicate same to the Administration;



- 18.2.12 Failure to authenticate copy of documents, record of lecturers, instructors and trainees;
- 18.2.13 Replacement of instructor(s) without proper communication With the Administration after course commencement.

18.3 Violations that may result in Course Cancellation:

- 18.3.1 Use of unqualified/unapproved instructors in accordance with this guideline;
- 18.3.2 Inability to cover the detailed teaching syllabus in accordance with the course outline;
- 18.3.3 Conducting unapproved courses;
- 18.3.4 Failure to submit list of approved instructors, trainees and course schedules 48hrs before commencement of the course.

18.4 Violations that may result in Approval Suspension:

- 18.4.1 Issuance of Certificates without complying with minimum course attendance, entry requirement, etc.;
- 18.4.2 Lack of management and proper supervision of course delivery and examinations;
- 18.4.3 Lack of QMS in place;
- 18.4.4 Failure to close-out non-conformities within the stipulated period;
- 18.4.5 Repeated violations by MTIs;
- 18.4.6 Issued two (2) written warnings in a calendar year;
- 18.4.7 Failure to comply with rules, regulations, guidelines, and requirements of seafarers adopted training standards;
- 18.4.8 Poor students' performance (<40% consecutively for two (2) years).

18.5 Violations that may result in Cancellation of Approvals:

- 18.5.1 Repeated violations, notification, written warnings, no improvement in MTI's performance conditions;



- 18.5.2** Repeated course(s) cancellation;
- 18.5.3** Any sort of forgery, alteration of documents and records related to the course delivery standards;
- 18.5.4** Issuing certificates to trainees who have not attained 100% attendance for mandatory courses and 75% for preparatory courses;
- 18.5.5** Failure to mitigate suspension for a period of 12 calendar months.
- 18.5.6** Issuance of certificate to unqualified cadet(s).

Note 1: Issuance of a new approval to conduct training after cancellation can only be done at least six (6) months from the date of cancellation. The process of approval will be conducted as initial accreditation.

Note 2: Violation that are not related to this guideline e.g. forgery will be referred to the relevant authorities.

Note 3: In the case of failure to carry out training activities for 12 (twelve) calendar months: after initial warning, if it continues after another three (3) months, a second warning and three months of grace will be granted. But if there is still no training, the MTI's approval will be cancelled.

Note 4: To avoid revocation of the approval, the MTI has to obtain full accreditation within the stipulated period.

Note 5: MTI owners are warned of prosecution in cases where ownership/management of an approved MTI is transferred to an unaudited third party owner.

19.0 Voluntary Discontinuation as a Training Provider:

Maritime Safety Course training providers who cease to offer any of their approved courses shall immediately notify the Administration so the course can be removed from the publicized course approval lists.



SECTION C

20.0 The Application Packages:

20.1 Request for Approval:

The request for course approval, sent by mail and hard copy shall clearly indicate, without ambiguity, the following:

- (a) The name of the course;
- (b) The facility where it will be held (location of facility);
- (c) A general description of the course;

Include any specific category (ies) of the Convention (e.g. Ship Security Officer Reg. A-VI/5, Shipboard Personnel with Designated Security Duties Reg. A-VI/6) that the course is intended to address. The application should be addressed to NIMASA using the address format above.

20.2 Components of Request for Approval

The under listed elements comprise a request for course approval submitted to the above address:

- (a) The request and supporting materials such as relevant and approved text books, posters and illustrative mock-ups, shall be cata-



logged in the request for subsequent verification at the discretion of the Administration;

- (b) On successful verification of the approval package by the Administration and subsequent successful inspection/audit, a PROVISIONAL APPROVAL NOTIFICATION will be conveyed to the beneficiary MTI. This provisional approval will be valid for one (1) year;
- (c) Within the one-year period, the Administration shall participate in the first training of any newly approved course, to ensure that delivery standard is in line with the approval.

If a provisional certificate of approval is issued, the Administration may conduct audit as soon as possible, but within one year of the initial approval;

- (d) On completion of a successful on-site verification exercise, a 'Certificate of Accreditation' for the applicable safety training course will be issued to the beneficiary Maritime Training Institution;
- (e) Notwithstanding the provisions in (b), (c), and (d) above, no course shall be allowed to run on provisional approval for more than one (1) year.

21.0 Types of Applications:

Training Institutes can apply for approval to the Administration for the following purposes:

- (a) Establishment of MTI (new institution)
- (b) Proposal for new course(s) (additional courses)
- (c) Changes to training content, structure or instructors
- (d) Establishment of branch, campus or external premises
- (e) Other matters related to the previous approvals

21.1 Establishment of New MTI and Branch/Campus or External Premise



A Training Institute that intends to obtain approval from the Administration for establishing and MTI, branch/campus or an external premise must submit its application to the above address. The audit of a Branch/Campus shall be similar to initial audit and treated in isolation of main Campus. No MTI shall operate more than one satellite campus.

The application must fulfil the following requirements as highlighted in the associated checklist:

21.2 Proposal for New Course(s):

The Agency shall clearly highlight and share with all the stakeholders its requirements for every Mandatory and Non-Convention courses. These requirements along with the related Model Courses shall include:

21.2.1 Course Specification:

A Training Institute that intends to obtain accreditation for its new course(s) from the Administration must submit its application to the above address. The application must fulfill the Agency's requirement of a specified IMO Course Model as provided below.

21.2.2 Application Letter

Should state name of the course, location where the training will be conducted, explanation on the course and type of approval applied for.

21.2.3 Course Framework:

This section provides an overview of the purpose, nature, and individual components of the course, and should contain each of the following:



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- **Scope:** A brief description of the course.
- **Objective:** A statement of the goal(s) and learning outcomes of the course.
- **Scheme of Work:** The scheme of work covering the course topics and duration should be presented in an acceptable and easy to understand format.

Course providers are advised to note that the syllabi are not exhaustive but a high-level guide to course content and that the scheme of work should drill down to the constituents of the topics.
- **Admission Standard:** This covers the status of students attending the course in terms of their age, health, qualification, time-table with names of lectures attached, clearly identified no of credit hours, etc.

22.0 Classroom:

22.1 Classroom Size:

Application should state the maximum class size for classroom lessons, and if appropriate, for practical demonstrations or simulation exercises and assessments, including the number of students per simulator. However, such classrooms shall be well furnished, air-conditioned or properly aerated to ensure comfort of the students in accordance with MLC 2006.

22.2 Student/Teacher Ratio:

Application should state the student/teacher ratio and enumerate the MTI's policy for circumstances when more than one instructor will be



present during any of the lessons. Recommended 20:1 per class and Simulators 5:1.

22.3 Instructors:

The application should include a list of instructors and their updated CVs with a description of their experience, background and qualifications to demonstrate that they have the expertise to interact with students and to answer student questions, as well as the instructional capability to impart the required information to students. It is preferred that instructors have attended a course in instructional systems design and techniques.

22.4 Student Identity:

Prospective students should hold a means of identification. Prior to enrolling students in any course, the training provider should verify the identity of students through one of the following forms of photo identification listed below and should keep a copy of the identification document in their files.

All documents presented for verification of identity must have at least validity of six (6) months. Training providers should report suspicious identity documents and/or circumstances to the Administration and appropriate law enforcement authorities.

Acceptable forms of identification are a combination of at least two (2) of the underlisted:

- (a) National Identification Card;
- (b) Previous STCW '78 Certificates (with embedded photograph);
- (c) International Passport
 - (i) Nigerian Armed Forces Identification Card



- (ii) Photo Identification Card issued in Nigeria by Federal, State, or Local Government, Ministries, Departments and Agencies, Driver's License with photo of the driver issued by FRSC.

23.0 Teaching Facilities and Equipment:

23.1 Facility:

The address and a description of the facility at which the training will be held should be included in the application. **A statement that the site is as represented in the request should be included and signed by the President or Director of the course provider.**

The request should include electronic photographs, diagrams or plans of the training site as applicable. Any changes to training site should be submitted to the Administration.

23.2 Course Equipment:

The application should include a description of the equipment and teaching aids that will be used during the course. This shall include all equipment and aids to be used during hands-on training and/or testing, and any simulators or simulation programs to be used. If a simulator or simulation program is to be used, the manufacturer's technical specifications and brochures should also be provided. Any changes to course equipment should be submitted to the Quality Assurance Unit of the Administration using the above address for evaluation and written approval.

24.0 Teaching Aids:

24.1 Visual Aids:

Include copies of all visual aids and a discussion of how audio-visual and other aids will be used during the training course, and which performance



objectives they will impact. This information may be a part of the curriculum documentation that discusses the content of the lesson plans.

24.2 Textbooks:

The submission should include copies of all student handouts, homework assignments, workbooks, and bibliography of textbooks to be used. The Administration may request for copies of textbooks on need basis and these will be returned after evaluation.

24.3 Library:

A functional Library with up-to-date maritime books, CDs, DVDs, Maritime Magazines, Circulars, and other relevant materials must be put in place to as resources for students, instructors and staff.

24.4 Simulator and Workshop:

Indicate quantity and configuration e.g. (if a particular simulator is used for more than one purpose – bridge resource management, integrated bridge system and ship handing) indicate as applicable. BBC Turbo charger or Sulzer/perkins Fuel Pump workshop.

25.0 Administration and Record Keeping:

The Training Provider is to provide the following:

- (a) Detailed description of the training provider's organization, organizational structure and infrastructure;
- (b) Evidence of the capability at a central location to verify and handle students' identification and enrolment records;
- (c) Evidence of maintenance of student certificate records and provision of qualified expertise to answer student questions;



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- (d) Description of system for ensuring student records security and methods to respond quickly and efficiently to student inquiries and administrative requests such as for duplicate certificates.

26.0 Detailed Teaching Syllabus:

A detailed teaching syllabus consisting of lesson plans for each instructional unit written in learning objectives format should describe what the student must do to demonstrate that the specific knowledge or skill has been learned.

- (i) The format of standard educational lesson plan is acceptable;
- (ii) The lesson plan should include the major teaching points and all required sub-skills and knowledge. References should be made against the learning objectives to indicate which publications and teaching aids the instructor may use when preparing and presenting the lesson.
- (iii) A syllabus is required for each of the courses requiring approval.

26.1 Course Schedule:

- The review should include a course schedule in a format not below the IMO Model Course module and NIMASA requirements.
- The course schedule should include the length of each lesson and indicate whether the lesson is a classroom lecture, practical demonstration, simulator exercise or examination.
- Each subject matter in the course schedule should be prepared by a number that corresponds to the subject matter area listed in the detailed teaching syllabus and course outline.

26.2 Course Outline:

The submission should include a course outline, containing a summary of the syllabus by subject area with the number of hours for each lecture, practical demonstrations, or simulation program. This shows the focus of the course while highlighting how the course meets IMO course outline.



27.0 Instructor's Manual:

The submission should include an instructor's manual, providing specific guidance on instructional strategies and techniques appropriate for the educational domain of each learning objective of each lesson.

The manual should address the major components of each instructional strategy for each lesson identified in the course schedule. An Instructor Manual is required for all courses.

28.0 Examinational and Assessment:

28.1 Method of Examination:

The submission should clearly explain performance evaluation throughout the course. Specify if there is any special methodology of assessment and indicate as applicable.

28.2 Written Examinations:

In all written examinations, the grading criteria to be used, frequency of revision and what will be considered a passing score should be indicated.

28.3 Practical Demonstrations:

Detailed descriptions of all practical or simulator examinations, tests, or exercises that describe the situation presented to the student; what the students must do to successfully complete each test; and how each student's performance will be evaluated and recorded.

Provide a separate checklist to evaluate each practical examination and what is considered a passing score.

This checklist should include the condition under which the practical demonstration will occur, the behaviour to be observed, and the criteria for successful completion of the demonstration. Instructors or training provider personnel should not assist or coach students in any way during the evaluation process.

**28.4 Determination of Final Grade:**

Indicate how the instructor(s) will determine final grades by proportioning written and practical examination scores.

28.5 Re-Assessment Procedures:

The submission should include a description of the training provider's policy on re-assessment of failed examination candidates.

29.0 Course Critique:

Sample of student course evaluation form(s) or the training provider's procedures for obtaining student feedback to the school on the effectiveness of the instruction and instructors should be included.

30.0 Changes to Course Content, Structure or Instructor:

Any changes to the course content, structure and instructor shall be sent to the above address for assessment and approval.

31.0 Change of Address:

Any changes to MTI's address and premises shall be forwarded to the DG of the Administration for approval.

Administration will conduct an audit on the premises and a site visit. Proposals, comments and physical assessment will be carried out at the premises to confirm the location, equipment, reference materials and other facilities.

32.0 Audit on Reference Materials:

- NIMASA's Course specific requirements;
- Course curriculum or the MTI's documents, which have been approved by the department;



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- IMO Course Model;
- Standards of Training Convention, Certification and Watch-keeping for Seafarers '78, as amended;
- Competency Standard for Master, Officer and Ratings;
- Merchant Shipping (Training & Certification) Rules 1999
- Security Code (ISPS)
- Training Record Book for Engineers and Deck Cadets
- Training Record Book for Deck and Engine Ratings
- SOLAS
- Relevant IMO Circulars
- Other related official document

APPENDIX II - Section A

STANDARD REQUIREMENTS FOR ACCREDITATION TO CONDUCT MASTER Reg: II/1, Reg:II/2, Chief Mate II/2 AND OOW REG: II/1 AND MASTER CERTIFICATE of COMPETENCY CLASSROOM PREPARATORY COURSE FOR BOTH ENGINE AND NAVIGATION

Additionally, all MTIs shall meet the following requirements and be subjected to these underlisted activities

- (a) The Agency will interview all existing lecturers handling all professional courses. However, for Initial Accreditation, the Agency would in addition, at its prerogative, examine and assess the competency/proficiency of all lecturers handling core professional courses;



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- (b) No non-CoC holders' lecturers shall be assigned the responsibility of lecturing any CoC core courses, however, where an MTI is faced with such circumstances, it shall communicate its intention to the Agency and seek for an official waiver/approval (which shall be for a specific period (time-bound)).

1. Deck Department – Unlimited

- Officer in charge of a Navigational Watch-OOW (STCW Reg II/1)
- Chief Mate (STCW Reg II/2)
- Master (STCW Reg II/2)

Deck Department – Ships of Less Than 3,000 gt

- Chief Mate (STCW Reg II/2)
- Master (STCW Reg II/2)

Deck Department – Ships on Near-Coastal³ Voyages

- Officer in charge of a Navigational Watch (OOW) on ships of less than 500 gt (STCW Reg II/3)
- Master on ships of less than 500 gt (STCW Reg II/3)
- Chief Mate on ships of less than 3,000 gt (STCW Reg II/2)

2. Deck Department – Unlimited

- Officer in charge of a Navigational Watch - OOW (STCW Reg II/1)
- Chief Mate (STCW Reg II/2)
- Master (STCW Reg II/2)

Deck Department – Ships of Less Than 3,000 gt

- Chief Mate (STCW Reg II/2)
- Master (STCW Reg II/2)

Deck Department – Ships on Near-Coastal Voyages (NCV)

- Officer in charge of a Navigational Watch (OOW) on ships of less than 500 gt (STCW Reg II/3)
- Master on ships of less than 500 gt (STCW Reg II/3)
- Chief Mate on ships of less than 3,000 gt (STCW Reg II/2)



3. Deck Department – Unlimited

- Officer in charge of a Navigational Watch - OOW (STCW Reg II/1)
- Chief Mate (STCW Reg II/2)
- Master (STCW Reg II/2)

Deck Department – Ships of Less Than 3,000 gt

- Chief Mate (STCW Reg II/2)
- Master (STCW Reg II/2)

Deck Department – Ships on Near-Coastal Voyages

- Officer in charge of a Navigational Watch (OOW) on ships of less than 500 gt (STCW Reg II/3)
- Master on ships of less than 500 gt (STCW Reg II/3)
- Chief Mate on ships of less than 3,000 gt (STCW Reg II/2)

4. Engine Department – Unlimited

- Officer in charge of an Engineering Watch (OOW) or designated duty Engineer in a periodically unmanned engine-room (STCW Reg III/1)
- Second Engineer Officer (STCW Reg III/2)
- Chief Engineer Officer (STCW Reg III/2)

Engine Department – Ships of Less Than 3,000 kW Registered Power on Near-Coastal Voyages

- Second Engineer Officer (STCW Reg III/3)
- Chief Engineer Officer (STCW Reg III/3)

Engine Department – Ships of Less Than 6,000 kW Propulsion Power on Near-Coastal Voyages

- Second Engineer officer (STCW Reg III/2)
(also Second Engineer on Ships of Less Than 3,000 kW on Unlimited Voyages)



- Chief Engineer Officer (STCW Reg III/2)
(also Chief Engineer on Ships of Less Than 3,000 kW on Unlimited Voyages)

Intending Maritime Training Institutions shall comply fully with all of these requirements:

1. Shall possess approvals to conduct training for all Certificates of Proficiencies (CoP) AND mandatory certificates associated with the Certificate..
2. Shall submit complete documentary package in accordance with the basic requirements of this guideline which will include:
 - Course Outline;
 - Detail Teaching Syllabus/Power Point presentation for each course;
 - Instructors Training Manual for each course;
 - Student Training Manual and Handbook;
 - Time Table with accredited number of hours;
 - Instructors Certificates, Resume Contract Letter or letter of employment;
 - Training Reports;
 - Training Equipment and Maintenance Records;
 - Internal Audit Reports.
3. Audit and Facility Inspection will be in the following stages before the issuance of provisional approval as follows:
 - I. Interim Audit by Quality Assurance (QA) Unit of NIMASA;
 - II. Follow-up Audit by the Director of the Department and Assistant Director Quality Assurance (AD QA);
 - III. Audit by External Auditors.
4. Shall have an approved Sick Bay or a First Aid Centre on sight and also signed Memorandum of Understanding (MoU) with Hospitals having the requisite equipment and personnel.



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5. Shall employ qualified Professional Instructors for Deck and Engine qualifications as stated below:
6.
 - (a) Full employment of Masters, Chief Engineers, 2ND Engineers and Chief Mates;
 - (b) Full employment of OOW Engine and Navigation as support staff;
 - (c) Academic Lecturers – B.Sc, M.Sc, and Phd in related approved courses.
 - (d) (a) – (b) shall have acceptable sea service at relevant ranks for acceptable period.
7. Shall own a water front davit launch site for Proficiency in Survival Crafts and Rescue Boat Training.
8. Shall own a Full Bridge and Engine Room Simulators.
9. Shall own a fully equipped Marine, Mechanical and Electrical Workshop or have acceptable workshops with minimal equipment's/gears, engines and auxiliary with the backup secured agreement/MoU Shipyards with requisite standard equipment.
10. All Instructors should have “Train the Trainer “Certificate on IMO Model 6.09 with professional teaching. The MTIs are advised to have a secured arrangement/MoU with tertiary institutions for the training of its staff for a qualified academic teaching certificate.



APPENDIX II - Section B

GUIDELINE FOR SWIMMING POOL

The Agency has decided to have uniform dimensions of swimming pool required for the Maritime Training Institutes for conducting certain courses.

- (1) New Institutes desiring to conduct pre-sea courses must have a swimming pool within their campus. The minimum dimensions of the swimming pool should be of length - 60m, breadth – 20m.0m and depth varying longitudinally from 0.92m at the shallow end to 6.0m at the deepest end. This will allow a person to jump safely from a height of about 5m with life jacket. Where life boats are to be maneuvered in the pool, the dimension shall be 100 x 50 x 90m max depth.



- (2) Existing pre-sea Maritime Training Institutes (MTI) must have a swimming pool within their campus latest by 31st August 2020. The minimum dimensions of the swimming pool should be of length – 60m, breadth – 20m, and depth varying longitudinally from 0.92m at the shallow end to 60m at the deepest end. Till the completion of new swimming pool, the Institute may have a secured arrangement with other Maritime Training Institutes or Recreation Centre's having the requisite swimming pools.
- (3) Existing pre sea Maritime Training Institutes (MTI) having swimming pool with depth less than 4.3m may also have MoU arrangement with other Maritime Training Institutes or Recreation Centre's (having swimming pool meeting the requirements) for conducting practical training in "Personal Survival Techniques" (PST). This arrangement shall end by 31s August 2020.
- (4) Maritime Training Institutes (other than those conducting pre-sea courses) conducting "Personal Survival Techniques" (PST) must have a swimming pool within the campus.

The minimum dimensions of the swimming pool should be of length – 15.3m, breadth – 9.2m, and depth – varying longitudinally from 0.92m at the shallow end to 4.3m at the deepest end. However, if it is not feasible to construct a swimming pool within the premises, the MTI may have an MoU arrangement with Recreation Centre's (having swimming pool meeting the requirements) for conducting practical training in "Personal Survival Techniques" (PST).

- (5) Maritime Training Institutes having swimming pool complying with the Agency requirements are encouraged to have MoU arrangement for sharing swimming pool facility with two to three MTIs, till the institutes construct their own swimming pools.



- (6) The height of the jumping platform should ideally be 5 meters from the water surface.

THANK YOU