



**REPUBLIC OF  
THE MARSHALL ISLANDS**

**MARITIME ADMINISTRATOR**

**Marine Notice**

**No. 7-047-2**

**Rev. 1/15**

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**TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF  
MERCHANT SHIPS, AGENTS AND RECOGNIZED ORGANIZATIONS**

**SUBJECT: Approval of Maritime Training Centers, Courses and Programs**

**References:** (a) **International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended (STCW)**  
(b) **RMI Publication MI-118, *Requirements for Seafarer Certification***  
(c) **RMI Marine Notice 2-011-13, *International Safety Management (ISM) Code***

**PURPOSE:**

This Notice provides policy on the Republic of the Marshall Islands (RMI) Maritime Administrator's (the "Administrator") standards and procedures for the approval of maritime training courses and programs used in qualifying candidates for original and renewal certificates of competence, special qualification certification and certification by endorsement to STCW standards.

This Notice supersedes Rev 6/14 and reflects the removal of the duplicate MI-118 entry in the References section and the updating of the Marine Notice format and first page footnote.

**APPLICABILITY:**

This Notice applies to Filing Agents accepting and processing certification applications to which are attached certificates of completion from Maritime Training Centers, Maritime Training Centers seeking course and program approvals, and Recognized Organizations seeking authorization from the Administrator to assess and certify Training Centers as Quality Registrars on its behalf.

**REQUIREMENTS:**

**1.0 General STCW Standards**

1.1 The STCW Convention, 1978, as amended, requires that all maritime training maintained or accepted by the Administrator in order to give full and complete effect to the Convention and for the issuance and revalidation of certificates of competence must meet the mandatory minimum standards as specified in the amendments to the Annex of the Convention and the mandatory standards of Part A of the STCW Code to this Convention.

- 1.2 Therefore, each Maritime Training Center seeking acceptance by the Administrator of its training certificates of completion as evidence of compliance with the STCW Convention must be maintaining a program that is monitored by a certified Quality Standards System in accordance with STCW Reg. I/8, Code Section A-I/8, acceptable to the Administrator or is accredited by a national government reported by the International Maritime Organization (IMO) as giving full and complete effect to the Convention, indicating that it is providing:
  - .1 course curricula which meet at a minimum the requirements of STCW Code to the equivalent of “model” courses developed by the IMO;
  - .2 sufficient training to refresh candidates’ knowledge, understanding and proficiency in the areas required by the STCW Code;
  - .3 modern and well maintained facilities that accommodate the students in a safe and comfortable environment conducive to learning;
  - .4 visual aids for realism, including simulators where appropriate, which are modern, well maintained and sufficient for the number of students to be accommodated;
  - .5 individuals who are appropriately qualified to conduct training and assessment activities;
  - .6 an efficient and effective instructor/trainee/equipment ratio as to classroom and practical training and maintaining same as appropriate for the intended instruction;
  - .7 where appropriate, written or practical examinations in the course material to each student of such a degree of difficulty that a student who successfully completes them would pass, on first attempt, an examination prepared by the RMI; and
  - .8 record keeping on each written examination or, in the case of a practical test, reports on such testing taken by students with a record of each student's classroom attendance being maintained for at least five (5) years after the end of each student’s enrollment.
- 1.3 When a student successfully completes the course or courses, including the examinations and practical demonstration required, the training center must be issuing an appropriate course completion certificate in a form prescribed by the training center that is acceptable to the Administrator.
- 1.4 At any time upon request by the Administrator, the training center shall allow representatives of the Administrator to:
  - .1 inspect its facilities, equipment, and records, including scholastic records;
  - .2 conduct interviews and surveys of students to aid in course evaluation and improvement;

- .3 assign personnel to observe or participate in the course of instruction; and
  - .4 supervise or administer the required examination or practical demonstrations.
- 1.5 No major changes in an approved curriculum may be made unless that change is approved in writing by the Administrator.

## **2.0 Written Requests**

- 2.1 Filing Agents are instructed to advise any Maritime Training Center desiring to have the certificates of course completion they plan to be issuing accepted by the Administrator for STCW certification to submit a written request to the Administrator for the courses or programs they wish to have approved by the RMI pursuant to the STCW standards.
- 2.2 Written requests made by a Maritime Training Center directly to the Administrator must be accompanied by the following information and materials:
- .1 a statement indicating the need for such approved training as mandated by international conventions, the STCW Code and as implemented by the RMI.
  - .2 a list of the curricula including descriptions of and the number of classroom hours required in each subject area;
  - .3 a description of the facility and equipment;
  - .4 a list of instructors including the experience, background, and the qualifications of each instructor (each instructor must be certified as having completed a training course for instructors based on the IMO Model Course 6.09 or the equivalent);
  - .5 the number of students enrolled per course with instructor/trainee/equipment ratios;
  - .6 samples of course completion certification to be issued;
  - .7 documentation as to accreditation by a national government reported by the IMO as giving full and complete effect to the Convention; or
  - .8 documentation as to ISO 9001:2008 quality standard system certification, or equivalent, verifying compliance to STCW standards.
- 2.3 ALL SUPPORTING DOCUMENTATION NOT SUBMITTED IN THE ENGLISH LANGUAGE MUST HAVE AN ENGLISH TRANSLATION ENCLOSED.
- 2.4 The Maritime Training Center may make this submission directly to the Administrator as prescribed above **or** by submitting certification issued by an authorized Administrator Quality Registrar. To date, the following members of the International Association of Classification Societies (IACS) who are providing quality registration services in accordance

with ISO 9001:2000 standards have submitted STCW compliance assessment schemes acceptable to the Administrator and have been approved to perform this function on behalf of the Administrator:

American Bureau of Shipping  
Bureau Veritas  
DNV GL AS  
Lloyd's Register  
ClassNK  
RINA Services S.p.A.

This information has been communicated to the Secretary-General of the IMO in accordance with Article IV, Regulation I/7, STCW Code Section A-I/7, and Regulation I/10, Para. 3 of the Convention.

**3.0 Conditions for the Authorization of Recognized Organizations to act as Quality Registrar for the Certification of Seafarer Training Facilities on behalf of the Administrator**

- 3.1 Those International Association of Classification Societies (IACS) members listed in RMI Marine Notice 2-011-13 that are providing quality systems certification as accredited quality registrars are authorized to review and certify training centers as Quality Registrars on behalf of the Administrator, subject to verification of their STCW compliance assessment scheme which must meet the following minimum criteria.
- 3.2 The review of the training centers must be done in accordance with the minimum standards and procedures established by the Administrator for the approval of maritime training courses and programs as specified in this Marine Notice, which must be taken into consideration during the preparation and performance of an STCW compliance assessment.
- 3.3 Each training course or program must be reviewed by the Quality Registrar to ensure compliance with the mandatory minimum standards of the STCW Convention, 1978, as amended, as specified in the Annex and Part A of the STCW Code to this Convention which shall be a part of the terms of reference for the quality system being used to monitor the training course or program being certified.
- 3.4 The Quality Registrar must submit an Audit Report to the Administrator for each training center reviewed which includes the following:
  - .1 identifies the training center reviewed;
  - .2 identifies the quality system auditors who made the document and onsite review of the training center providing verification of their qualifications;

- .3 identifies the quality system standards or terms of reference (e.g., ISO 9001:2000 or equivalent, STCW, etc.) and the scope of the certification upon which the review was made;
  - .4 specifies the Administrator audit requirements which have been met;
  - .5 specifies the inclusive dates of the audit performed;
  - .6 specifies the courses reviewed and approved; and
  - .7 provides a copy of the certification issued to the training center which identifies the quality system standard used and the scope of courses approved and the authority, i.e., Flag, under which the certificate has been issued.
- 3.5 The certification issued to the training center is to be valid for a period of not more than five (5) years. Annual surveillance audits must be conducted and the results made available to the Administrator as deemed necessary. In cases where major nonconformities are raised and/or it should become necessary to withdraw certification, the Administrator must be notified.
- 3.6 In addition to those qualification requirements already established by the Quality Registrar for its auditors, auditors should be in possession of Maritime Certificates of Competence or equivalent, which is pertinent to the field of knowledge under assessment.

#### **4.0 Submissions from Maritime Training Centers and Recognized Organizations**

All submissions are to be addressed to:

Seafarers' Documentation  
c/o Marshall Islands Maritime and Corporate Administrators, Inc.  
11495 Commerce Park Drive  
Reston, Virginia 20191-1506 USA  
Telephone: +1-703-620-4880  
Fax: +1-703-476-8522  
Email: [Seafarers@register-iri.com](mailto:Seafarers@register-iri.com)