

1. Course Title: Pre-Sea Rating Training (Cook)

2. Scope With reference to convention Imo Model Course:

This course is designed to enhance the knowledge, skills and attitude of candidates to achieve the competencies required in rendering ship's catering services in accordance with maritime industry standards. The core of training covers specialized competencies in

Performing maintenance and sanitation of galley equipment & facilities; preparing stocks, Sauces and soups; preparing appetizers, salads and sandwiches; preparing side dishes and breakfast meal; preparing bread products and hot & cold desserts; preparing and cooking meat, poultry, and seafood dishes; and performing stock control.

3. Objective:

After completing the course the candidates should be able to acquire the knowledge, skills and attitude for the respective units of basic, common and core competencies intended for the Ship's Catering Program.

4. Course Outline Shore base & On board Training:

Subject Area			Hours	
			Lectures	Practical
1.	BASIC COMPETENCIES			
	1.1	Participate in workplace communication	10.00	
	1.2	Work in team environment	10.00	
	1.3	Practice career professionalism	8.00	
	1.4	Practice occupational health and safety procedures	12.00	
			<u>40.00</u>	
2.	COMMON COMPETENCIES			
	2.1	Observe Personal Hygiene	6.00	
	2.2	Practice Food Safety, Sanitation and Hygiene	12.00	
	2.3	Observe Catering Health and Safety Practices	6.00	
	2.4	Protect Marine Environment/Waste Segregation Management	6.00	
	2.5	Work within Multi-cultural and Religious Environment	6.00	
			<u>36.00</u>	
3.	CORE COMPETENCIES			
	3.1	Perform maintenance and sanitation of galley equipment and facility	6.00	
	3.2	Prepare and cook meat dishes	6.00	
	3.3	Prepare stocks, sauces and soups	9.00	
	3.4	Prepare appetizers, salads and sandwiches (Hot and Cold and Open)	6.00	
	3.5	Prepare side dishes and breakfast meal	5.00	
	3.6	Prepare and cook poultry products	4.00	
	3.7	Prepare and cook seafood	4.00	
	3.8	Prepare bread products and hot and cold desserts	5.00	
	3.9	Perform stock control	7.00	
			<u>52.00</u>	
4.	Visits			
	4.1	Ship Visit		4.50
	4.2	Visit for practical in any Tourism Hotel & Restaurant		13.00
				<u>17.50</u>

5.	English		
	5.1	Spoken English	27.0
	5.2	Marine Vocabulary	7.50
			<u>34.5</u>
6.	Assessment		
	6.1	Item 01 to 03	5.25
	6.2	Item 05	0.75
			<u>6.00</u>
			<u>3.00</u>
		Sub Totals	<u>168.5</u>
		Total	<u>189 Hours</u>

5. Competence Standard/Course Syllabus Checked with up-to-date STCW/IMO Model Course:

Learning Objectives			Hours
1.1	PARTICIPATE IN WORKPLACE COMMUNICATION		10.00
	1.1.1	Obtain and convey workplace information	4.00
		<ol style="list-style-type: none"> Specific and relevant information is accessed from appropriate sources Effective questioning, active listening and speaking skills are used to gather and convey information Appropriate medium is used to transfer information and ideas Appropriate non-verbal communication is used Appropriate lines of communication with supervisors and colleagues are identified and followed. Defined workplace procedures for the location and storage of information are used Personal interaction is carried out clearly and concisely. 	
	1.1.2	Participate in workplace meetings and discussions	3.00
		<ol style="list-style-type: none"> Team meetings are attended on time Own opinions are clearly expressed and those of others are listened to according to ethical standards Meeting inputs are consistent with the meeting purpose and established protocols Questions about simple routine workplace procedures and matters concerning working conditions of employment are asked and responded to Meeting outcomes are interpreted and finalize 	
	1.1.3	Complete relevant work related documents	3.00
		<ol style="list-style-type: none"> Range of forms relating to conditions of employment is completed accurately and legibly Workplace data is recorded on standard workplace forms and documents Basic mathematical processes are used for routine calculations. Errors on recording information on forms/documents are identified and properly acted upon Reporting requirements to supervisor are completed according o organizational guidelines 	
1.2	WORK IN TEAM ENVIRONMENT		10.00
	1.2.1	Describe team role and scope	3.00
		<ol style="list-style-type: none"> The role and objective of the team is identified from available resources of information. Team parameters, reporting relationships and responsibilities are identified from team discussions and appropriate external sources 	

	1.2.2	Identify own role and responsibility within team	3.00
		<ol style="list-style-type: none"> 1. Individual role and responsibilities within the team environment are identified 2. Roles and responsibility of other team members are identified and recognized 3. Reporting relationships within and external to team are identified 	
	1.2.3	Work as a team member	4.00
		<ol style="list-style-type: none"> 1. Effective and appropriate forms of communications used and interactions undertaken with team members who contributed to known team activities and objectives 2. Effective and appropriate contributions made to complement team activities and objectives, based on individual skills and competencies and workplace context 3. Observed protocols in reporting using standard operating procedures 4. Contribute to the development of team work plans based on an understanding of team's role and objectives and individual competencies of the members 	
1.3	PRACTICE CAREER PROFESSIONALISM		8.00
	1.3.1	Integrate personal objectives with organizational goals	3.00
		<ol style="list-style-type: none"> 1. Professional growth and work plans are pursued towards improving the qualifications set for the profession. 2. Intra and interpersonal relationships are maintained in the course of managing oneself based on performance evaluation. 3. Commitment to the organization and its goal is demonstrated in the performance of duties 	
	1.3.2	Set and meet work priorities	2.50
		<ol style="list-style-type: none"> 1. Competing demands and prioritized to achieve personal, team and organizational goals and objectives 2. Resources are utilized efficiently and effectively to manage work priorities and commitments 3. Practice along economic use and maintenance of equipment and facilities are allowed as per established procedures 	
	1.3.3	Maintain professional growth and development	2.50
		<ol style="list-style-type: none"> 1. Trainings and career opportunities are identified and availed of based on the job requirements 2. Recognition are sought/received and demonstrated as proof of career development 3. Licenses/certifications relevant to job and career are obtained 	
1.4	PRACTICE OCCUPATIONAL HEALTH AND SAFETY		12.00
	1.4.1	Identify hazards and risks	3.00
		<ol style="list-style-type: none"> 1. Safety regulations and workplace safety and hazard control practices and procedures are classified and explained based on organization procedures. 2. Hazards/risks in the workplace and their corresponding indicators are identified to minimize or eliminate risk to co-workers, workplace and environment in accordance with organization procedures. 3. Contingency measures during workplace accidents, fires and other emergencies are recognized and established in accordance with organization procedures 	
	1.4.2	Evaluate hazards and risks	3.00

		<ol style="list-style-type: none"> 1. Terms of maximum tolerance limits which when exceeded will result in harm or damage are identified based on threshold limit values 2. Effects of hazards are determined 3. OHS issues and/or concerns and identified safety hazards are reported to designated personnel in accordance with workforce requirements and relevant workplace OHS legislation 	
	1.4.3	Control hazards and risks	3.00
		<ol style="list-style-type: none"> 1. Occupational Health and Safety (OHS) procedures for controlling hazards/risks in workplace are consistently followed 2. Procedures for dealing with workplace accidents, fire and emergencies are followed in accordance with organization OHS policies 3. Personal protective equipment (PPE) is correctly used in accordance with organization OHS procedures and practices 4. Appropriate assistance is provided in the event of a workplace emergency in accordance with established organization protocols 	
	1.4.4	Maintain OHS awareness	3.00
		<ol style="list-style-type: none"> 1. Emergency related drills and training are participated in as per established organization guidelines and procedures 2. OHS personal records are completed and updated in accordance with workplace requirements 	

1. Common Competencies – 36 Hours

Learning Objectives			Hours
2.1	Observe Personal Hygiene		6.00
	2.1.1	Practice personal hygiene and grooming	3.00
		<ol style="list-style-type: none"> 1. Personal hygiene is practiced to comply with the requirements of the ship's food safety program. 2. Appropriate uniform is worn as required by ship's food safety program. 3. Wearing of make-up, lipstick, nail polish, jewelry (except plain wedding band) is avoided. 	
	2.1.2	Comply with food handling safety practices	3.00
		<ol style="list-style-type: none"> 1. Hand washing is practiced using prescribed procedure. 2. Disposable gloves are used in handling ready to eat food. 3. Cuts and sores are covered with clean water- proof dressing. 4. Health condition and/or illness is reported according to the ship's policy and procedures. 	
2.2	PRACTICE FOOD SAFETY, SANITATION AND HYGIENE		12.00
	2.2.1	Practice food safety sanitation	3.00
		<ol style="list-style-type: none"> 1. Sources of food contaminants are identified. 2. Awareness of food safety practices to food contact surfaces is observed to prevent cross contamination. 3. Potentially hazardous foods are determined and appropriate measures are undertaken to prevent its consumption. 4. Cleaning and sanitizing tools and agents is maintained in accordance with ship's procedure. 5. Awareness of serving food at recommended temperature is practiced. 	
	2.2.2	Store food	3.00
		<ol style="list-style-type: none"> 1. Approved methods of refrigeration of food are complied with. 2. Dry storage of food is practiced according to instructions and procedures. 3. Food is covered and labeled prior to storage in accordance with ship's procedure. 	

	2.2.3	Practice cleaning procedure	3.00
		<ol style="list-style-type: none"> 1. Appropriate cleaning and sanitizing tools and agents are identified and handled based on cleaning requirements and manufacturer's instructions. 2. Cleaning and sanitizing is performed according to procedure. 	
	2.2.4	Report pest infestation	3.00
		<ol style="list-style-type: none"> 1. Sign of pest infestation is identified and reported to concerned personnel. 2. Measures to prevent pests entering food premises are applied. 	
2.3	OBSERVE CATERING HEALTH AND SAFETY PRACTICES		6.00
	2.3.1	Handle catering equipment	3.00
		<ol style="list-style-type: none"> 1. Catering equipment are cleaned and sanitized and dried in accordance with ship's standards. 2. Catering equipment is tested for functionality and breakage, malfunction or defects are reported in accordance with ship's standards and/or manufacturer's instruction. 3. Catering equipment is stowed in accordance with ship's standards and/or manufacturer's instruction. 	
	2.3.2	Prevent common accident in the work place	3.00
		<ol style="list-style-type: none"> 1. Common causes of accident in the galley are identified and preventive measures are discussed and undertaken. 2. In case of fire in the galley, recommended fire extinguisher is used. 	
2.4	PROTECT MARINE ENVIRONMENT / WASTE SEGREGATION MANAGEMENT		6.00
	2.4.1	Segregate waste	3.00
		<ol style="list-style-type: none"> 1. Waste is identified and sorted based on relevant regulations. 2. Sorted waste is segregated and placed in designated bins/containers in accordance with relevant MARPOL regulations and procedures. 3. Task is performed using the recommended Personal protective equipment (PPE). 	
	2.4.2	Package waste	3.00
		<ol style="list-style-type: none"> 1. Waste are sealed and packaged in accordance with MARPOL Annex-V. 2. Waste are labeled and placed in a location designated for the purpose. 	
2.5	WORK WITHIN MULTI-CULTURAL AND RELIGIOUS ENVIRONMENT		6.00
	2.5.1	Recognize cultural and religious diversity among crew	3.00
		<ol style="list-style-type: none"> 1. Specific religious practices are recognized and adhered to 2. Food preferences are identified and noted in accordance with crew's cultural, religious practices and beliefs 	
	2.5.2	Demonstrate sensitivity to specific cultures and practices	3.00
		<ol style="list-style-type: none"> 1. Verbal and non-verbal indecent language are known and avoided in accordance with crew's cultural, religious practices and beliefs. 2. Respect for cultural and religious diversity is shown in communication and interaction with the ship's crew 	

2. Core Competencies – 52 Hours

Learning Objectives			Hours
3.1	PERFORM MAINTENANCE AND SANITATION OF GALLEY EQUIPMENT AND FACILITY		6.00
	3.1.1	Clean and test galley food processing equipment	2.00

		<ol style="list-style-type: none"> 1. Cleaning materials for food processing equipment are prepared in accordance with port state/ship's standards. 2. Processing equipment are cleaned, sanitized and air dried in accordance with port state/ship's standards. 3. Food processing equipment are assembled and tested for functionality in accordance with manufacturer's instructions 	
	3.1.2	Clean and test galley cooking equipment	2.00
		<ol style="list-style-type: none"> 1. Cleaning materials for food equipment are prepared in accordance with port state/ship's standard. 2. Cooking equipment are cleaned, sanitized and air-dried in accordance with port state/ship's standard. 3. Cooking equipment are tested for functionality in accordance with manufacturer's instructions. 	
	3.1.3	Clean the galley	2.00
		<ol style="list-style-type: none"> 1. Cleaning materials are prepared in accordance with port state /ship's standard. 2. Galley is cleaned and sanitized in accordance with port state /ship's standard. 3. Garbage are collected and disposed according to MARPOL regulations. 4. Cleaning materials are stored in designated area in accordance with port state/ship's standard. 	
3.2	PREPARE AND COOK MEAT DISHES		6.00
	3.2.1	Prepare tools and equipment for use	2.50
		<ol style="list-style-type: none"> 1. Tools and equipment are identified based on the required tasks. 2. Tools and equipment are checked for defects, damages, and/or condition in accordance with manufacturer's manual. 3. Tools are cleaned and sanitized in accordance with ship's standards. 4. Equipment are cleaned based on correct type and size, and is safely assembled and readied for use in accordance with ship's procedures. 5. Equipment is sanitized as appropriate. 	
	3.2.2	Prepare/portion meats	1.50
		<ol style="list-style-type: none"> 1. Suitable tools and equipment are selected and used prior to meat preparation. 2. Meat are prepared/-portioned according to menu requirements. 3. Suitable marinades are prepared and used where appropriate for a variety of meat cuts 	
	3.2.3	Cook meat dishes	2.00
		<ol style="list-style-type: none"> 1. Meat is cooked according to appropriate cooking method. 2. Cook meat are placed in appropriate food pans and/or dishes and in accordance with appropriate food temperature 	
3.3	PREPARE STOCKS, SAUCES AND SOUPS		9.00
	3.3.1	Prepare stocks, glazes and essences required for recipe	2.50
		<ol style="list-style-type: none"> 1. Ingredients and flavoring agents are used according to standard recipes. 2. Variety of stocks, glazes and essences are produced according to standard recipe. 3. Clarifying agents are used appropriately. 4. Convenience products are used appropriately 	
	3.3.2	Prepare soups required for recipe	3.00
		<ol style="list-style-type: none"> 1. Correct ingredients are selected and assembled in preparing soups, including stocks and prepared garnishes. 	

		<ol style="list-style-type: none"> 2. Varieties of soups are prepared according to standard recipe. 3. Clarifying, thickening agents and convenience products are used where appropriate. 4. Soups are evaluated for flavor, color, consistency and temperature; related problems are identified and fixed in accordance with the recipe. 5. Soups are presented at the right temperature, in clean service ware without drips and spills, using suitable garnishes and accompaniments 	
	3.3.3	Prepare sauces required for recipe	2.00
		<ol style="list-style-type: none"> 1. Variety of sauces, dip and dressings are prepared based on the standard recipe. 2. Variety of thickening agents and convenience products are used appropriately. 3. Sauces are evaluated for flavor, color and consistency and problems are identified and fixed in accordance with the recipe 	
	3.3.4	Store stocks, sauces and soups	1.50
		<ol style="list-style-type: none"> 1. Stocks, sauces and soups are cooled prior to storing in order to prevent spoilage. 2. Stocks, sauces and soups are labeled and covered in appropriate containers 	
3.4	PREPARE APPETIZERS, SALADS AND SANDWICHES (HOT AND COLD AND OPEN)		6.00
	3.4.1	Prepare and present salads and dressings	2.50
		<ol style="list-style-type: none"> 1. Suitable ingredients are chosen based on standard recipe for salads and dressings. 2. Salads are prepared using fresh (seasonal) ingredients according to availability. 3. Dressings are prepared suitable to either incorporate into, or accompany salads in accordance with salad to be prepared. 4. Dressings are prepared in accordance with appropriate consistency, color and texture. 5. Salads are presented attractively according to appropriate portion and temperature 	
	3.4.2	Prepare and present a range of hot and cold appetizers	2.50
		<ol style="list-style-type: none"> 1. Appetizers are produced using the correct ingredients ensuring: <ol style="list-style-type: none"> 1.1 Symmetry and neatness of presentation 1.2 Appropriate ingredient –combinations 1.3 Precise and uniform cut ingredients 1.4 Attractive service ware and garnishes 2. Correct equipment are selected and used in the production of appetizers. 3. Appetizers are prepared and presented hygienically and logically-within the required timeframe. 4. Appetizers are presented according to appropriate portion and temperature. 	
	3.4.3	Store appetizers and salads	1.00
		<ol style="list-style-type: none"> 1. Appetizers and salads are kept in appropriate conditions based on standard operating procedures. 2. Required containers are used and stored in proper temperature to maintain freshness, quality and taste 	
3.5	PREPARE SIDE DISHES AND BREAKFAST MEAL		5.00
	3.5.1	Prepare vegetable and fruit dishes	2.00
		<ol style="list-style-type: none"> 1. Quality of vegetables and fruit accompaniments is selected to complement and enhance menu items. 2. Variety of vegetables and fruit dishes are prepared, and where appropriate, cooked using suitable cooking methods to preserve optimum quality and 	

		nutrition. 3. Suitable sauces and accompaniments are selected and served with vegetables, if appropriate.	
	3.5.2	Prepare side dishes 1. Variety of side dishes are selected and prepared according to standard recipes. 2. Optimum quality is ensured using appropriate methods	1.00
	3.5.3	Prepare and cook egg-based dishes 1. Variety of egg dishes are prepared and cooked according to standard recipes, using a range of cooking methods. 2. Egg dishes are correctly prepared and cooked to ensure optimum and desired quality, consistency, and appearance. 3. Sauces and accompaniments specific to egg preparations are selected.	2.00
3.6	PREPARE AND COOK POULTRY PRODUCTS		4.00
	3.6.1	Prepare poultry 1. Poultry is prepared based on the standard recipe. 2. Preparation techniques for poultry are applied based on standard recipe. 3. Frozen poultry are thawed. 4. Poultry is handled sanitarily to minimize risk of food spoilage and cross-contamination.	2.00
	3.6.2	Cook and present poultry dishes 1. Poultry are cooked according to standard recipes using appropriate cooking methods. 2. Poultry is presented using suitable sauces, garnishes and accompaniments. 3. Poultry dishes are placed in food pans and/or dishes and in accordance with appropriate food temperature.	2.00
3.7	PREPARE AND COOK SEAFOOD		4.00
	3.4.1	Select seafood 1. Seafood is selected according to quality, and the requirements for specific standard recipe. 2. Seafood are handled and stored hygienically in accordance with ship's standard handling and storing techniques. 3. Frozen seafood are thawed correctly to ensure maximum quality, hygiene and to retain their nutrients.	2.00
	3.4.2	Prepare and cook fish and shellfish 1. Fish is cleaned, drawn and filleted correctly and efficiently according to enterprise standards. 2. Shellfish and other types of seafood are cleaned and prepared correctly and in accordance with standard recipe. 3. Seafood is cooked to ship's standard recipe using a variety of cookery methods. 4. Seafood are placed in appropriate food pans and/or dishes and in accordance with appropriate food temperature.	2.00
3.8	PREPARE BREAD PRODUCTS AND HOT AND COLD DESSERTS		5.00
	3.5.1	Prepare and produce desserts and bread products 1. Ingredients are selected, measured and weighed according to recipe requirements. 2. Appropriate tools and equipment are selected and used in accordance with manufacturers' manual.	2.00

		3. Standard recipes are used to produce a variety of breads, hot and cold desserts.	
	3.5.2	Present desserts and pastry products	1.00
		4. Desserts and pastry products are portioned according to the number of crew.	
	3.5.3	Prepare sweet sauces	2.00
		1. Range of hot and cold sauces are produced to a desired consistency and flavor. 2. Thickening agents are used suitable for sweet sauces where appropriate. 3. Sauces are stored to retain desired quality and characteristics.	
3.9	PERFORM STOCK CONTROL		7.00
	3.9.1	Perform physical inventory	1.00
		1. Inventory Program is used in accordance with ship's requirements and arrangement negotiated with ship chandlers. 2. Physical inventory of catering department provisions, bonded items and housekeeping supplies are performed as per ship's requirement.	
	3.9.2	Prepare calendar menu	1.50
		1. Calendar Menu is prepared taking into consideration the available resources. 2. Menu prepared is in accordance with budgetary and ship's crew requirements. 3. Menus designed/created are adequate, varied and nutritious meal	
	3.9.3	Prepare forecast requisition orders	1.00
		1. Stocks Remaining On board (R.O.B.) are verified against the stock control workbook in accordance with ship's standard procedures. 2. Requisition order is prepared based on the report of the discrepancy.	
	3.9.4	Receive provision and supplies	1.50
		1. Trolley is prepared to transport provision and supplies as per standard operating procedures. 2. Weighing scale is prepared and used in accordance with manufacturer's instructions. 3. Inspected provisions and supplies are received in accordance with ship's standard.	
	3.9.5	Store provision and supplies	2.00
		1. Storeroom are kept clean and freed from obstruction. 2. Provisions and supplies are transported and arranged in First in First out (FIFO) order. 3. Stocks Control System is identified and applied in accordance with industry practice. 4. Task is performed using prescribed Personal Protective Equipment (PPE).	

6. Entry Standard, Selection Criteria of Students:

Passed secondary School Certificate

Age limits: 16-20 years.

7. Intake limitation, with specific mention Instructor-student ratio:

For practical Exercises student/teacher ration should not exceed 10:1

8. Qualification and experience of instructors:

Bachelor Degree with Training certificate on Catering (Cook) from any approved institute and at least 2(two) year service experience from any internationally recognized Hotel.

9. Qualification and experience of assessors: The practical exercises must be conducted and achievement of competency must be assessed under the supervision of a retained or serving fire fighter (or a person with equivalent qualifications and experience). The person conducting the practical training must be in possession of a recognized First Aid qualification. The ratio of staff to students for the practical exercises involving live fires or the use of breathing apparatus should not exceed 1:8.

10. Details Facilities & Equipment, materials and resources available for the training; Visual aids lecture Notes, Library facilities, Rental documents, Workshops Training Equipment: Navigational, Engineering, Communication, Seamanship etc:

FACILITIES AND EQUIPMENT

TOOLS	EQUIPMENT	COOKING UTENSILS
Description	Description	Description
Paring knife	Reach-in freezer	Sauce pan w/ handle
Chef's knife	Reach-in refrigerator	Stock pots
Dough cutter	Burner stove top	Frying pan
Wire whisk	Oven	Colander
Can opener	Microwave oven	Cutting board
Soup Ladle	Heavy-duty dough mixer	Baking tray - small
Kitchen spoon	Exhaust hood	Utility tray - stainless
Thermometer	Blender	
Peelers		TRAINING MATERIALS/ RESOURCES
Skimmers spider	Kitchen Furniture/Accessories	Manuals
Strainer	Working table (stainless)	Video (CD)
Tongs	Condiment cabinet	Handbook for sanitation
Turner	Hand washing Sink	Handbook for safety
Spatula	Stainless steel rack	Cleaning procedures manual
Wooden spoon	Weighing scale	
Piping bag		SAFETY
Pastry tubes	CLEANING MATERIALS	First Aid Kit
Measuring spoon	Detergent (liquid)	Fire Extinguisher
Floor Squeegee	Bleach solution (sanitizer)	Personal Protective Equipment (PPE)
Food Thermometer	Broom	
Oven Thermometer	Dust pan	TRAINING EQUIPMENT
Soup Cup	Garbage bin	Audio-video equipment
Flatware	Liquid soap dispenser	White board

11. Conduct of Training with number of classroom lectures, practical work use of simulator, video etc:

Theoretical and practical instruction is given with appropriate arrangement and combination. Laboratory demonstration and guided hands-on followed by assigned group activities shall be employed to facilitate training & assessment.

12. Total duration of Training; Duration of Practical's:

Theory- 156.5 hrs.

Practical- 14.5 hrs.

Assessment- 18.0 hrs.

13. Assessment procedure, whether independent of instruction or continuous performance evaluation:

Short answer, multiple choices, fills in the blanks, hot spot, true/false and brief type questions in a written test are used for assessment. Practical assessment includes direct observation, oral questioning, role-play and demonstration of ability under realistic situation.

14. Formats of certificate to be issued with correct reference to STCW and reference to approval and authorization by the Department of Shipping and contact point of the issuing institution for verifying authenticity:

To be in corporate.

15. Maintenance of records in Data-base for facilitation of checking including assessments:

NMI will maintain a data-base of all the students who have completed the course. The following records for each individual will be kept so as to ensure that the certificate is issued to a candidate who has met the requirements as laid down by the governing authority regarding issuance of a certificate on Bridge Resource Management.

- Application form
- Assessment papers after completion of course
- Attendance Sheet
- Attested Xerox copy of the issued certificates & licenses
- A registered data-base in hard copy and soft form
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16. Internal Quality Standard System if any. Students Impressions, past results:

The institute maintains quality standard system ISO 9001:2008, Certified by DNV GL

17. Course notice served, course conducted as per course notice, progression report served:

Will be complied as per DOS Instruction.

18. Attendance of Students and Instructors:

Students and Instructor attendance sheet attached.



Annex- 03

NATIONAL MARITIME INSTITUTE

TRAINING RECORD

Instructor:

Venue:

Subject:

Brief description on training material:

Attendance:

Name & rank	Sign	Name & rank	Sign	Name & rank	Sign

Signature
Management Representative

Signature
Principal