

नियोजित आवधिक लेखा परीक्षा

के मध्य निष्पादित	दिनांक ----- से लेखा परीक्षा की गई	दिनांक ----- तक लेखा परीक्षा की गई	हस्ताक्षर और मोहर
..../..../.... और/..../....			

विशेष लेखा परीक्षा

विशेष लेखा परीक्षा	दिनांक ----- से लेखा परीक्षा की गई	दिनांक ----- तक लेखा परीक्षा की गई	हस्ताक्षर और मोहर

[फा. सं. एल.एच.-11012/6/2021-एस.एल.]

सुनील कुमार सिंह, सलाहकार (सांख्यिकी)

MINISTRY OF PORTS, SHIPPING AND WATERWAYS**NOTIFICATION**

New Delhi, the 13th March, 2023

G.S.R.178(E) — Whereas the Central Government had, in exercise of its powers under sub-section (1) of section 46 of the Marine Aids to Navigation Act, 2021 (20 of 2021), published the draft Marine Aids to Navigation (Accreditation of Training Organisations) Rules, 2022, in the Gazette of India, Extraordinary, *vide* number G.S.R 7 (E), dated the 20th December 2021 for information of all persons likely to be affected thereby; and notice was given that the said draft rules would be taken into consideration by the Central Government after the expiry of a period of thirty days from the date on which copies of the Gazette containing this notification are made available to the public;

And, whereas, the copies of the said Gazette notification were made available to the public on the 5th January, 2022;

And, whereas, no objections and suggestions were received from the public in respect of the said draft rules;

Now, therefore, in exercise of the powers conferred by sub-section (2) of section 46 of the Marine Aids to Navigation Act, 2021 (20 of 2021), the Central Government hereby makes the following rules, namely:-

- 1. Short title and commencement.**-(1) These rules may be called the Marine Aids Navigation (Accreditation of Training Organisations) Rules, 2022.
 - (2) They shall come into force from the date of their publication in the Official Gazette.
- 2. Definitions .-** (1) In these rules, unless the context otherwise requires.-
 - (a) “act” means the Marine Aids to Navigation Act, 2021 (20 of 2021);
 - (b) “approved Aids to Navigation training course” means a course of study in Aids to Navigation that has successfully completed the quality assurance process under which a training course is assessed to ensure that the standards circulated by Directorate General of Aids to Navigation are met;
 - (c) “approval” means approval conveyed in writing;
 - (d) “Aids to Navigation personnel ” means persons trained in Aids to Navigation matters and holding appropriate qualifications issued by, or on behalf of, Directorate General of Aids to Navigation;
 - (e) “audit” means a systematic and independent verification process to assess whether the concerned Aids to Navigation training course meets the prescribed standards;

- (f) “Certificate of Accreditation” means the certificate issued to a training organisation under sub-rule (5) of rule 6;
- (g) “Certificate of Provisional Accreditation” means the certificate issued to a training organisation under sub-rule (6) of rule 6;
- (h) “circular” means the circulars issued under these rules in relation to the training and certification of Aids to Navigation personnel, and audit and accreditation of Aids to Navigation training organisations;
- (i) “IALA” means International Association of Marine Aids to Navigation and Lighthouse Authorities.
- (j) “initial audit” means physical inspection and is continued till liquidation of observations are complied with, then Certificate of Provisional Accreditation is issued;
- (k) “pre-audit” means the evaluation of pre-audit questionnaire stipulated under Form - 2;
- (l) “Training management system” means a quality management system designed with the objective of ensuring the consistency in the delivery of the course and the assessment of the trainees in accordance with the requirements specified under Form 2;
- (m) “Simulator training” means the simulation of operational events, practices and procedures to instruct trainees and assess their ability to demonstrate their levels of competence.
- (2) The words and expressions used herein and not defined in this rules but defined in the Act shall have the meanings respectively assigned to them in the Act.
- 3. Accreditation of training organisation .-** (1) The Central Government shall accredit training organisations to impart training in all aspects of management of Marine Aids to Navigation service delivery in accordance with IALA Recommendation R0149 (O-149)-Accreditation of Training Organisations and IALA Guideline 1014-Accreditation and Approval Process for Vessel Traffic Services Training and IALA Guidelines G1100-The Accreditation and Approval Process for Aids to Navigation Personnel Training.
- (2) The accredited training organisations shall be regularly audited to ensure that the objective of such accredited training organisations is maintained.
- 4.** The Central Government shall appoint the Director General of Aids to Navigation as the authority for all the matters pertaining to accreditation of training organisations, with respect to the Aids to Navigation including vessel traffic services, and follow up audits.
- 5. Criteria for accreditation of training organisations. -** The Director General shall issue circulars specifying the details of the following criteria for accreditation of training organisation, which shall include but not be limited to:
- (a) Availability of minimum infrastructure as may be specified by the Director General by circulars or guidelines as the case may be.
- (b) Incorporation of the Training Management System which shall include:
- (i) Mission: Clear and publicly articulated mission of the training organisation;
- (ii) Integrity: Ethical and responsible conduct;
- (iii) Teaching and Learning: Quality; Resources; Support; its evaluation and further improvement;
- (iv) Resources, planning, and institutional effectiveness;
- (v) Internal audit by the prospective training organisation.
- (c) Availability of qualified and certified faculties or instructors.
- (d) Availability of simulator, laboratories and Aids to Navigation equipment.
- (e) International Organisation of Standardisation certification
- 6. Procedure for accreditation of training organisations.-**(1) Person or entity seeking to get their training organisation accredited shall be required to apply to the Director General as specified under Form 1.
- (2) The training organisations seeking accreditation shall furnish the following:
- (a) Supporting credentials as specified in Form 1.
- (b) Completed pre-audit questionnaire as specified under Form 2.

- (3) The requisite fee for accreditation and follow up audit shall be non-refundable and specified by the Director General through circulars issued from time to time, and shall be payable by the training organisation making an application under Form 1.
- (4) The pre-audit questionnaire under Form 2 submitted by the training organisation shall be evaluated by the Director General:

Provided that the information furnished by the training organisation is not in accordance with the pre-audit questionnaire as specified under Form 2, the concerned applicant training organisation shall be issued a written notice requiring it to undertake the specified corrective measures within a reasonable time period, failing which, the application of training organisation shall be rejected;

Provided further that the Director General shall verify the corrected pre-audit questionnaire submitted by the applicant training organisation and pursuant to being satisfied with the compliance, initial audit shall be scheduled by the Director General.

- (5) On successful compliance with all requirements of accreditation as required under these rules, by the applicant training organisation, the Director General shall issue a Certificate for Provisional Accreditation to the training organisation, which shall be valid for a period of one year.
- (6) On satisfactory completion of two batches of training during the provisional period of one year as per sub-rule (5) and liquidation of observations of initial audit, if any; a Certificate of Accreditation shall be issued as per Form 3, for a period of five years with a provision of mid-term appraisal:

Provided that if the requisite training of two batches or liquidation of observations of initial audit remains incomplete by the training organisation holding the Provisional Certificate of Accreditation, the Director General may grant a further time period not extending beyond a period of six months for the satisfactory completion of the said requirements, after which the said Certificate shall stand cancelled as per rule 9.

- (7) The list of accredited training organisation shall be forwarded to IALA for hosting on its website and such list shall also be circulated to the associated national and other recognised international organisations.

7. Renewal of certificate of accreditation.-(1) An accredited training organisation may apply for renewal of accreditation to the Director General, as specified under Form 3, at least ninety days prior to expiry of Certificate of Accreditation.

- (2) Renewal of the accreditation as per the requirement mentioned in the application shall be subject to the condition that the accredited training organisation has continued to comply with the criteria stipulated in these rules.

8. Audit of training organisation.-(1) Training organisations seeking to get accredited or renewal of the accreditation shall be audited by a team constituted by the Director General in consultation with Central Government comprising officers of Directorate General of Aids to Navigation, Ministry of Ports Shipping and Waterways and external domain experts, as may be required.

- (2) Pre-audit and Initial audit:

- (a) the pre-audit shall be conducted in accordance with the provisions specified in the circulars issued by the Director General, in respect of the responses to the pre-audit questionnaire under Form 2, received from the training organisation.
- (b) the audit team shall conduct the initial audit at the premises of the prospective training organisation to review the training management system, availability of trained faculty and the infrastructure facility:

Provided that in case of non-compliance with any requisite aspect of the same, the audit team shall by a written communication apprise the training organisation of such inconsistency within a period of fifteen days from the date of audit pursuant to which the training organisation shall be liable to undertake corrective action against the notified inconsistencies:

Provided further that after successful undertaking the corrective action, the training organisation shall apprise the Director General by way of a written communication and request for liquidation of observations.

- (c) if otherwise satisfied with the training management system, faculty qualification and infrastructure, the audit team may recommend the issuance of a certificate for Provisional

Accreditation for a period of one year within which the training organisation shall be required to comply with all other requisite observations of the audit.

- (d) the other observations of the audit referred under sub-rule (c), shall be communicated in writing to the training organisation for remedial action within a period of fifteen days from the date of completion of initial audit.
- (e) on receipt of request for liquidation of observations, made by the applicant training organisation, the audit team shall conduct the final audit in accordance with the criteria specified in circulars issued by the Director General, and if found in order, shall recommend to the Director General for issuance of Certificate of Accreditation to the respective training organisation.

(3) Renewal audit:-

- (a) once accredited in accordance with sub-rule (1), pursuant to an application for renewal of accreditation made to the Director General in accordance with rule 7, the accredited training organisation shall be subject to renewal audit by the audit team;
- (b) the accredited training organisation shall be notified of any deficiencies identified during the renewal audit by way of a communication in writing within a period of fifteen days from the date of audit;
- (c) the accredited training organisation shall be responsible for correcting the deficiencies as notified under clause (b) and request for the liquidation of the observations to the Director General by way of a written communication; and
- (d) the audit team shall review the corrective actions submitted by the training organisation under clause (c) and determine its acceptability.
 - (i) if the corrective actions are acceptable, the Director General shall convey the acceptability of the corrective actions to the accredited training organisation and renew the Certificate of Accreditation.
 - (ii) in case of non-conformities in the training management system, faculty qualification and infrastructure, the Director General shall suspend the Accreditation until corrective action has been undertaken successfully pursuant to which the Certificate of Accreditation shall be renewed.
 - (iii) in case of non-conformities other than training management system, faculty qualification and infrastructure, a follow-up audit shall be conducted to review the corrective actions and pursuant to satisfactory compliance, the Certificate of Accreditation shall be renewed.

(4) Special audit:

- (a) the Director General in consultation with Central Government may undertake, in accordance with the criteria specified in the circulars issued by the Director General, special audits beyond the scheduled list of audits under sub-rule (2) and (3), in case of a written complaint received on non-conformity of the standards on which the accreditation has been accorded to the concerned accredited training organisation;
- (b) prior to initiating such special audits, the concerned accredited training organisation shall be informed in writing by the Director General;
- (c) it shall be the obligation of the accredited training organisation to accept the notice received from the Director General and to coordinate further with the audit team for conduct of such special audit;
- (d) the accredited training organisation shall be notified of any deficiencies identified during the special audit by way of a communication in writing within a period of fifteen days from the date of audit;
- (e) the accredited training organisation shall be responsible for correcting the deficiencies as notified under clause (d) and report the compliance of the same to the Director General for liquidation of these observations and
- (f) in case of non-compliance or unsatisfactory compliance with the communication of the Audit team, the Director General may suspend the Certificate of Accreditation in accordance with rule 9.

9. **Suspension or cancellation of accreditation.**-(1) The Provisional Certificate of Accreditation or the Certificate of Accreditation, as the case may be, granted to an accredited training organisation, may be suspended or cancelled, with prior approval of Central Government if the training organisation holding the Certificate:

- (a) has not complied with the condition to which it is subjected to; or
- (b) failed to liquidate the observations subsequent to the conduct of an audit in accordance with rule 8.

(2) Prior to cancellation or suspension, a show cause notice shall be issued to the accredited training organisation against non-compliance observations, to which the accredited training organisation shall be liable to respond failing which the Provisional Certificate of Accreditation or the Certificate of Accreditation, as the case may be, granted to the accredited training organisation, shall stand suspended.

(3) In the instance of compliance with the requirements of responding to the show cause notice and complexity of the observations therein, a stipulated time period for compliance shall be provided to the accredited training organisation, failing which the said Certificate shall stand suspended and no new training batch shall be allowed at the accredited training organisation.

Provided that on-going training courses shall continue at such accredited training organisation under the supervision of the Director General.

(4) The Provisional Certificate of Accreditation or the Certificate of Accreditation shall be restored by the Director General to the accredited training organisation at the instance of complete and satisfactory liquidation of observations as specified under the show cause notice.

(5) In the instance of continued non-compliance with the observations under the show cause notice issued under sub-rule 2, the suspension shall lead to cancellation of the Provisional Certificate of Accreditation or the Certificate of Accreditation, as the case may be.

Explanation: For the purposes of sub-rule (2), (3), (4) and (5), show cause notice shall mean the notice issued by the Director General to an accredited training organisation which has not complied with the conditions to which it is subjected to or has failed to liquidate the observations subsequent to the conduct of an audit in accordance with rule 8, enlisting the observations that have not been complied with.

(6) The Director General may cancel an accreditation, if the accredited training organisation, to which the Certificate of Accreditation is issued, has requested for cancellation with reasonable justification.

10. The establishment of Directorate General of Aids to Navigations shall comprise of qualified and appropriately trained personnel to administer and discharge its functions and responsibilities related to its role of accreditation of training organisations and approval of courses.

11. The expenses shall be met as per the provisions of Marine Aids to Navigation (Accounting and Financial Power) Rules, 2022.

12. Prior to processing the request for Accreditation received from new applicant training organisations, the Director General shall exercise due diligence giving requisite consideration of the current requirements of training as well as the training capacity of the existing training organizations to avoid excess capacity building.

Form - 1

[refer sub-rule (1) of rule 6]

Application for audit of training organisation for Accreditation

[Application shall be submitted in the letter head by the authorised representative]

1. Accreditation required for:
2. Name of the Training Organisation:.....
3. Address of the Training Organisation:.....
.....
.....
4. Telephone No:.....
5. Email:.....
6. Year of Establishment:.....

7. Details of infrastructure:.....
.....
8. Details of faculties:.....
.....
.....
9. Details of authorized person:.....
10. Details of other similar trainings imparted, if any:.....
11. Any other information:

It is requested to carry out audit and grant accreditation.

Seal of the training organization Signature:.....

Date:.....

Form – 2

[refer clause (b) of sub-rule (2) of rule 6]

Pre-audit questionnaire

1. General Information:

Training program to be audited	
Name of training organisation	
Address of training organisation	
Contact person of training organisation	
Telephone number of training organisation	
e-mail of training organisation	

To be filled in by the Directorate General of Aids to Navigation:

Contact person of auditing team.	
Contact information of auditing team.	

2. Training Management System :

Quality Policy	Yes/No	Comments
Declaration of general aims and objectives of the training institute in relation to the training of Aids to Navigation or Vessel Traffic Services Personnel	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Relevance of the quality policy to the student training needs in general	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Relevance to applicable requirements of V-103 or G1100 and appropriate model courses	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Expression of the organisations commitment to achieving its goals and objectives and to fulfilling the training needs of the student	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Confirmation that the quality policy is available to and understood by, as well as maintained and implemented, at all levels of the organisation	Yes <input type="checkbox"/> No <input type="checkbox"/>	

3. Organisational Arrangements:

Responsibility and authority	Yes/No	Comments
Are the responsibility and authority of all personnel who perform and verify work affecting training defined and documented?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is there facility in the system to:		
Initiate action to prevent the occurrence of any non-conformities relating the Training Management System?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Identify and record any problems relating to the Training Management System?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Initiate, recommend or provide solutions to identify problems through designated channels?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Verify the implementation of solutions?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Identify pertinent changes to student training and competence requirements?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Initiate action to incorporate appropriate changes to the Aids to Navigation/Vessel Traffic Services training programs?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Management representative	Yes / No	Comments
Has a Manager been appointed with the responsibility of:	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Ensuring that a Training Management System is established, implemented and maintained?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reporting on the performance of the Training Management System to the management?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

4. Internal Training Management System Audits

Internal Training Management System audits	Yes/No	Comments
Are documented procedures in place for planning and performing internal audits in order to verify whether activities comply with the requirements of the Training Management System?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the Training Management System audited at least annually?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are internal audit records maintained?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

5. Corrective and Preventive Action

Corrective and preventative action	Yes/No	Comments
Are Training Management System deficiencies documented?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Are appropriate sources of information, such as non-conformance reports, audit reports, student and customer complaints, and quality records to detect eliminate potential deficiencies reviewed?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Are student learning deficiencies for adverse trends that shall indicate a deficiency in the training plan or training delivery procedures analyzed?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Are root causes of deficiencies determined and corrective action to eliminate the deficiency implemented?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Are Training Management System records of these activities maintained?	Yes No <input type="checkbox"/> <input type="checkbox"/>	

6. Management Review:

Management review	Yes/No	Comments
Are management reviews carried out at regular intervals?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Are records of management reviews maintained?	Yes No <input type="checkbox"/> <input type="checkbox"/>	

7. Training Management System Requirements:

Training management manual	Yes/No	Comments
Is a Training Management System established, documented and maintained to conform to International Association of Marine Aids to Navigation and Lighthouse Authorities (IALA) requirements that ensures that students are trained in accordance with V-103 and the requirements prescribed through circulars in vogue?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Does Training Management System include a Training Management Manual?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Does this manual provide:		
1. A copy of quality policy?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
2. An overview of the Training Management System?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
3. An outline of Training Management System documentation structure?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
4. Cross reference to the requirements of this standard?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Training Management System procedures	Yes/No	Comments
Are procedures documented and consistent with the requirements of IALA and the stated quality policy prescribed through circulars in vogue?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Are Training Management System and documented procedures effectively implemented?	Yes No <input type="checkbox"/> <input type="checkbox"/>	

Is the level of details within the Training Management System procedures appropriate to the level of:-		
1. Complexity of training and support functions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. The skills on instructors and support personnel?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. The internal Training Management System training provided to organisation personnel?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

8. Documents and Data Control

Document and data control	Yes/No	Comments
Does a documented procedure exist for the control of all documents and data that relate to the requirements of IALA, V-103 and prescribed through circulars in vogue?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is Training Management System documentation reviewed and approved for adequacy by approved personnel?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the procedure ensure that:		
1. Those involved with the review process are provided with the appropriate reference material and background information?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. The revision status of Training Management System documents can be readily identified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Training Management System documents are available at all locations where work essential to Training Management System is performed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Instructor's manuals and materials issued to students are current?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Invalid or dated documents are removed from all points of use?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Archived, obsolete documents are suitably identified and stored in order to preclude unintended use?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Records of changes are maintained?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Storage of materials		Comments
Does a documented procedure exist for the storage of training materials to preclude damage or deterioration?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

9. Resources:

Resources identification	Yes/No	Comments
Is there suitably qualified and trained staff to manage, support, conduct and verify training activities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there adequate facilities, equipment and materials essential to the support of the Training Management System?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Training of organisation personnel	Yes/No	Comments
Do documented procedures exist for identifying the training needs of personnel performing management, training, examination and support functions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have all personnel directly involved in student training activities satisfactorily completed pertinent instructor training requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

10. Purchasing:

Purchasing	Yes/No	Comments
Do documented procedures exist which ensures essential services, facilities, equipment and materials support training and comply with IALA recommendations and the requirements prescribed through circulars in vogue?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Do these procedures ensure that:		
Subcontracted instructors are suitably trained?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
External facilities utilised in the training of students comply with the requirements of the applicable training plan?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Equipment purchased for training is suitable for the applicable training plan?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Sub-contracted organisations providing part or all of the training meet the requirements of the training plan?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Evaluation of sub-contractors	Yes/No	Comments
Is there a procedure to evaluate sub-contractors?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Are the criteria applied and the methods of evaluation used appropriately to assess the impact of the service, facility, equipment or material on the training provided?	Yes No <input type="checkbox"/> <input type="checkbox"/>	

11. Training development:

Training course development	Yes/No	Comments
Is there a documented procedure to control and verify the development in training courses in order to ensure that training requirements are met?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Does the training course development procedure ensure that:	Yes / No	
1. Responsibility and authority for training course development and review activities are assigned to qualified personnel?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
2. Requirements for the pertinent model course and the authority are taken into account?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
3. Training course objectives are defined in terms of targeted qualifications?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
4. Students knowledge and competence requirements are taken into account?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
5. Appropriate use of simulators is taken into account?	Yes No <input type="checkbox"/> <input type="checkbox"/>	

6. Appropriate reference documents are made available to persons involved in training course development?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
7. Ambiguities within the training course documentation are resolved?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
8. Review of training course documentation is controlled?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
9. Are records of training course development maintained?	Yes No <input type="checkbox"/> <input type="checkbox"/>	

Training plan	Yes/No	Comments
Are the training plans for each course defined and documented?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Do these plans include:-	Yes / No	
1. A description of the training course?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
2. Prerequisite student qualifications?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
3. Identification of required resources?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
4. Instructor/examiner qualification requirements?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
5. Instructor to student ratio?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
6. Reference to course materials, applicable Training Management System procedures and documentation?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
7. Procedures or instructions specific to delivery of the course?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
8. Criteria for and methods of evaluating student's competence, knowledge, understanding and proficiency as documented in IALA Recommendation V-103 and prescribed through circulars in vogue?	Yes No <input type="checkbox"/> <input type="checkbox"/>	

12. Training Support Procedure:

Training support procedures	Yes/No	Comments
Do documented procedures exist for functions that support the delivery of training?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Are these activities identified, planned and	Yes No <input type="checkbox"/> <input type="checkbox"/>	

Training support procedures	Yes/No	Comments
conducted under controlled conditions?		
Do these controlled conditions include:	Yes / No	
1. Documented procedures where their absence could adversely affect training?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
2. Use and availability of suitable equipment and facilities?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
3. Maintenance of facilities and equipment that have a direct impact upon training?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
4. Observance of documented safety procedures?	Yes No <input type="checkbox"/> <input type="checkbox"/>	

13. Application Review

Application review	Yes/No	Comments
Do documented procedures exist for reviewing the qualification of applicants?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Do these procedures:	Yes / No	
1. Identify the qualification sought by the applicant?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
2. Evaluate applicant's stated qualification against prerequisite requirements for the pertinent training course?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
3. Determine suitability of the training course for providing qualifications sought by the applicant?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
4. Communicate with the applicant regarding suitability of courses and curricula offered to fulfil the student's qualifications needs?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Are records of application review maintained?	Yes No <input type="checkbox"/> <input type="checkbox"/>	

14. Verification of Student's Competence:

Aptitude assessment testing	Yes/No	Comments
Is a procedure in place to test candidates suitability for Vessel Traffic Services operator basic training?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Acceptance verification	Yes / No	Comments
Is there a procedure in place to ensure student candidates fulfill prerequisite requirements detailed in the applicable training plan?	Yes No <input type="checkbox"/> <input type="checkbox"/>	

Is the identity of student candidates confirmed and suitable evidence of prerequisite qualifications sought prior to commencement of training?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
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Examinations and competence	Yes/No	Comments
Is there a process of ensuring that student candidates adequately demonstrate all applicable knowledge and competence requirements prior to being considered as having successfully completed the training course?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Do documented procedures exist for the development and administration of examinations and tests of competence?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Is the responsibility and authority for evaluation of student knowledge or competence defined?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Satisfactory completion	Yes / No	Comments
Are records of examinations of student knowledge and competence maintained in accordance with the requirements of the authority?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Student progress	Yes/No	Comments
Does a documented procedure exist for identifying and recording student progress from application through completion of training?	Yes No <input type="checkbox"/> <input type="checkbox"/>	

15. Certification and Endorsement :

Certification and endorsement	Yes/No	Comments
Do documented procedures exist for informing the Vessel Traffic Services authority of a student's successful completion of training, if required?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Does a documented procedure exist for issuing Vessel Traffic Services course certificates?	Yes No <input type="checkbox"/> <input type="checkbox"/>	

16. Control of Student Learning Deficiencies:

Control of student learning	Yes/No	Comments
Do documented procedures exist for the evaluation of student knowledge and competence	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Where appropriate, are students:	Yes No <input type="checkbox"/> <input type="checkbox"/>	
1. Retained and re-examined in the specific area where deficiencies are noted?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
2. Failed and required to repeat the training course?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
3. Recommended to cease training?	Yes No <input type="checkbox"/> <input type="checkbox"/>	

17. Control of Training Management System Records

Control of Training Management System records	Yes/No	Comments
Do documented procedures exist for the identification, collection, indexing, access, filing, storage, maintenance and disposition of Training Management System records in accordance with the requirements of the authority?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Are Training Management System records maintained in order to demonstrate:	Yes No <input type="checkbox"/> <input type="checkbox"/>	
- Student's satisfactory completion of training and applicable competence requirements?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
- Effective functioning of the Training Management System?	Yes No <input type="checkbox"/> <input type="checkbox"/>	

18. General Comments

18. General Comments

Date:	
Name of the Training Organisation:	

Official stamp of the
training
organisation

Signature

Form – 3

[refer sub-rule (6) of rule 6]

Logo of
IALA

Logo of
Directorate
General

CERTIFICATE OF ACCREDITATION

This is to certify that

[Enter Name of Training Organisation]

has been accredited as a

[AIDS TO NAVIGATION/ VESSEL TRAFFIC SERVICE] TRAINING ORGANISATION

Certificate Number

The approved [Aids to Navigation/ Vessel Traffic Services] training course[s] that the [Aids to Navigation/ Vessel Traffic Services] training organisation may provide are:

[List of approved training courses]

Condition of Authorisation:

[Enter Name of Training Organisation] must operate in accordance with IALA Guideline G1014 on the Accreditation of [Aids to Navigation/ Vessel Traffic Services] training organisations and approval to deliver IALA model courses, as in force from time to time.

Issued by the Director General of Aids to Navigation on behalf of Government of India on
[Enter date of certificate] **and valid until** [Enter expiry date].

The validity of Certificate of Accreditation is subject to the special or renewal audit, as required.

Authorised Signature

Space for any specific conditions of the Directorate General of Aids to Navigation

Record of Periodic Special and Renewal Audits

Certificate Number [Enter Number]

Periodic Special and Renewal Audits (if required)

Planned Periodic Audits

To be carried out between	Date audit carried out	Date audit carried out	Signature and Stamp
..../..../.... and/..../....			

Special Audits

Special Audits	Date audit carried out	Date audit carried out	Signature and Stamp

[F. No- LH-11012/6/2021-SL]

SUNIL KUMAR SINGH, Advisor (Statistics)