 Republic of the Philippines

Form No.5

Department of Transportation

MARITIME INDUSTRY AUTHORITY

Manpower Development Service

**Checklist for Administrative Requirements**

MTI : **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| Requirements | Self-Assessment | Pre-inspection Evaluation | Inspection |
| (To be accomplished by the TC) | (To be accomplished by the MARINA Evaluator) | (To be accomplished by the MARINA Inspector) |
| Number at Hand | Complied | Not Complied | Complied | Not Complied |
| 1. **Safety Facilities**
2. Valid group insurance Certificate for the trainees
3. Visible, functional and properly labelled fire escapes accessible to the trainees and instructors
4. Building Safety Occupancy Certificate issued by the Building Official, Municipal/ City Engineer’s Office (PD 1096, National Building Code)
5. Number of fire extinguishers properly installed along the corridor.
 |  |  |  |  |  |
| 1. **II. Structural Facilities**
2. Theoretical site of at least 42 sqm floor area
3. Administrative, Library/Faculty Room and Registrar Office of at least 20 sqm floor area, furnished with office fixtures and furnitures, well ventilated and lighted. .

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| --- | --- | --- | --- | --- | --- |
| 1. A restroom each of at least 8 sqm floor area for male students/instructors and female students/instructors

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| **III. Classroom Facilities** * + - 1. An ordinary classroom of at least 6m x 7m floor area, well ventilated, lighted and furnished with classroom fixtures. The classroom should be comfortable to accommodate the actual number of students per class.

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| **IV. MOA with Shipping Company** |  |  |  |  |  |
| **V. Instructors/Assessors** 1. Copy of employment contract of each Instructors/ Assessor shall be presented during inspection.2. Certificate of Training - Instructor’s Training (IMO Model Course 6.09)- Assessor’s Training (IMO Model Course 3.12)  |  |  |  |  |  |

Inspected and Evaluated by: Concurred with by:

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MARINA – Inspection Team MTI Representative

MARINA – Inspection Team