**REPUBLIC OF THE PHILIPPINES**

**DEPARTMENT OF TRANSPORTATION**

MDS Form NO.:

Initial Issue Date:

Revision Date:

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| Department_of_Transportation_PHLOGOBLUR  **MARITIME INDUSTRY AUTHORITY** |  |
| **MONITORING INSTRUMENT FOR MARITIME TRAINING INSTITUTE OFFERING TRAINING COURSES FOR SEAFARERS WHO WILL BOARD THE SHIPS OPERATING IN DOMESTIC WATERS** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Maritime Training Institution (MTI): | | Contact Number: | | Address of MTI: | |
| Approved Training Courses monitored | | | | | |
| Date of Monitoring: | Date last Monitored: | | Email address of MTI: | | Fax No.: |

| **Item No.** | | **Key Areas of Evaluation** | **Compliant?** | | | | **Objective Evidence /**  **Reference** | **Remarks** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Yes** | | **No** | |
| **1.** | **QUALITY STANDARDS SYSTEM (QSS)** | |  | |  | |  |  | |
| **1.1** | Is the QSS available? |  | |  | |  |  | |
| **1.2** | Is there an established quality policy? |  | |  | |  |  | |
| * Is quality policy communicated and understood within the organization? |  | |  | |  |  | |
|  |  | * Is the quality policy is reviewed for continuing suitability. |  | |  | |  |  | |
|  | **1.3** | Are the personnel involved in the operations of the training center are familiar with the system? |  | |  | |  |  | |
| **1.4** | Is there a designated Quality Assurance Representative (QAR) or Quality Assurance Manager (QAM) or Quality Management Representative (QMR)? |  | |  | |  |  | |
| Are the QAR or QAM or QMR is familiar with the institution’s quality standards system? |  | |  | |  |  | |
|  | **1.5** | Are the Specific Key Areas Specified in MARINA Circular \_\_\_\_, Series of 2020 available? |  | |  | |  |  | |
|  | **1.6** | Is the Management Review Meeting (MRM) regularly conducted? |  | |  | |  |  | |
| **1.7** | Is the QSS Manual contains processes or procedures on how the management review meeting is organized and how often it is conducted? |  | |  | |  |  | |
| **1.8** | Did the Management act on the results and findings during the management reviews and periodic audits? |  | |  | |  |  | |
|  | **1.9** | Is the Internal Quality Audit regularly conducted? |  | |  | |  |  | |
| **1.10** | Is the QSS manual contains the following:   * Procedure on how internal audit is organized and how often it should be conducted; * Qualification of appointed internal quality auditors; * Procedure on the preparation of audit plan; * Audit forms to be used; * Procedures on how findings are treated, recorded, monitored and closed; |  | |  | |  |  | |
| **1.11** | Are the above procedures/processes are implemented /followed? |  | |  | |  |  | |
| **1.12** | Are the internal quality audit records / documents are properly filed/maintained? |  | |  | |  |  | |
|  | **1.13** | Are the results of the IQA have been brought to the attention of the personnel having responsibility of the area audited? |  | |  | |  |  | |
| **1.14** | Are the findings reported during the IQA fully corrected? |  | |  | |  |  | |
| **2.** | **COURSE PACKAGE** | | | |  | |  |  | |
|  | **2.1** | Is the training course(s) approved by MARINA? |  | |  | |  |  | |
|  | **2.2** | Is the accreditation of the MTI valid? |  | |  | |  |  | |
|  | **2.3** | Is there a procedure for curriculum/course design and development? |  | |  | |  |  | |
|  | **2.4** | Is the minutes of the meeting on the course design and development team available? |  | |  | |  |  | |
|  | **2.5** | Is the course plan covers the following:   * Course framework * Course outline/Timetable * Detailed Teaching Syllabus * Instructor’s Guide * Assessment guidelines |  | |  | |  |  | |
|  | **2.6** | Curriculum/Course review, revision and validation |  | |  | |  |  | |
|  |  | * Is there are procedures for curriculum/course review, revision and validation. * Is the minutes of the meeting of the review team available? |  | |  | |  |  | |
| **3.** | **TRAINING SYSTEM** | | | |  | |  |  | |
|  | **3.1** | Is the entry standard prescribed by the training course followed? |  | |  | |  |  | |
|  | **3.2** | Are the required training materials such as: textbooks and references available? (The textbooks that were approved in the last inspection should be presented) |  | |  | |  |  | |
|  | **3.3** | Is the class lecture being delivered according to the documented procedures? |  | |  | |  |  | |
|  | **3.4** | Is the Intended Learning Outcome of the course strictly followed? |  | |  | |  |  | |
|  |  |  |  | |  | |  |  | |
|  | **3.5** | Is the delivery of teaching, instruction and class topic in accordance with the Timetable/Syllabus/ Instructor’s Guide (IG). |  | |  | |  |  | |
| **3.6**  **3.7** | Are the references used on I.G. are updated and relevant to existing regulations. |  | |  | |  |  | |
| Are the required training materials and equipment are available and in good working condition? |  | |  | |  |  | |
|  | **3.8** | Is the number of trainees in accordance with the course limitation intake? |  | |  | |  |  | |
|  | **3.9** | Do the names of trainees conform to the official Enrolment Report submitted to MARINA? |  | |  | |  |  | |
|  | **3.10** | Are the teaching materials relevant to the topics being delivered? |  | |  | |  |  | |
|  | **3.11** | Did the Enrolment Report was submitted to MARINA on a prescribed period of time? |  | |  | |  |  | |
|  | **3.12** | Is there a record of Management supervision on the conduct of training? |  | |  | |  |  | |
|  | **3.13** | Is the training being conducted in accordance with MARINA Circular No. \_\_\_\_\_, Series of 2020? |  | |  | |  |  | |
|  | **3.14** | Is the delivery of practical exercises in accordance with the learning objectives/outcomes and exercise plan. |  | |  | |  |  | |
|  | **3.15** | Did the MTI conduct the following prior to and after the practical exercises:   * Briefing/familiarization on the equipment * Guidance and task of trainees * Debriefing |  | |  | |  |  | |
|  |  | **ASSESSMENT SYSTEM** |  | |  | |  |  | |
|  | **3.16** | Is the assessment of trainees being conducted in accordance with the methods and criteria, before their certificates are issued? |  | |  | |  |  | |
|  | **3.17** | Is the written and practical assessment being conducted in accordance with the procedure and Assessment Manual? |  | |  | |  |  | |
|  | **3.18** | Are the assessment instruments used related to the topics and the intended learning outcome of the course? |  | |  | |  |  | |
|  | **3.19** | Are the assessment instruments used were validated and what criteria and instrument used in validation? |  | |  | |  |  | |
|  | **3.20** | Did the Management approved the methods of delivery of assessment? |  | |  | |  |  | |
|  | **3.21** | Is the assessment being conducted in accordance with MARINA Circular No. \_\_\_\_\_, Series of 2020? |  | |  | |  |  | |
|  | **3.22** | Is the procedure for accomplishing and submission of the TCROA report being followed? |  | |  | |  |  | |
| **4.** | **INSTRUCTORS AND ASSESSORS** | | | |  | |  |  | |
|  | **4.1** | Are the Instructors and Assessors approved/accredited by MARINA? |  | |  | |  |  | |
|  | **4.2** | Is there a documented procedure for hiring, performance evaluation and retention of Instructors and Assessors. |  | |  | |  |  | |
|  | **4.3** | Is there a procedure for the performance evaluation of the Instructors and Assessors through feedbacks from students and institutional evaluation taking into account the actual performance and effectiveness of teaching/assessment? |  | |  | |  |  | |
|  | **4.4** | Is the institution has a continuing staff development plan. *(The plan should indicate the names of staff to undergo trainings, the training course(s) to be attended, the timelines and the budget requirements)* |  | |  | |  |  | |
|  |  |  |  | |  | |  |  | |
| **5.** | **FACILITIES AND EQUIPMENT** | | | |  | |  |  | |
|  | **5.1** | Are the classrooms previously approved by MARINA? |  | |  | |  |  | |
|  | **5.2** | Is the set-up, lay-out of classrooms, faculty room, administrative/registrar room, sanitation facilities is in accordance with the standard requirements? |  | |  | |  |  | |
|  | **5.3** | Are ventilation and lightings of classrooms adequate? |  | |  | |  |  | |
|  | **5.4** | Are the arrangements and lay out of classrooms conducive to learning? |  | |  | |  |  | |
|  | **5.5** | Are the tables and chairs inside the classrooms are sufficient in accordance with the MARINA standards. |  | |  | |  |  | |
|  | **5.6** | Are the overhead/multimedia projectors, screens and other audiovisual aids used in teaching adequate. |  | |  | |  |  | |
|  | **5.7** | Are the notices on the required number of trainees per class, names of instructors, contact numbers of MARINA, etc are posted in the classrooms?. |  | |  | |  |  | |
|  | **5.8** | Are the required training materials and equipment available and in working condition? |  | |  | |  |  | |
|  | **5.9** | Does the MTI conduct regular maintenance of training equipment? |  | |  | |  |  | |
|  | **5.10** | Does the MTC follows the maintenance schedule of the training equipment? |  | |  | |  |  | |
|  | **5.11** | Are there enough fire extinguishers provided particularly inside the classrooms? |  | |  | |  |  | |
|  | **5.12** | Can class lecture and practical exercises continue if there is power failure or blackout? |  | |  | |  |  | |
| **6.** | **COMPLIANCE WITH HEALTH AND SAFETY STANDARDS DURING PANDEMIC** | | | |  | |  |  | |
|  | **6.1** | Are the following health standard and protocols strictly observed: |  | |  |  |  |  | |
|  |  | * Proper distancing * Wearing of face mask * Hand hygiene * Proper cough etiquette * Checking of body temperature |  | |  | |  |  | |
|  | **6.2** | Are the training facilities and equipment being disinfected regularly? |  | |  | |  |  | |
|  | **6.3** | Does the work arrangement plan that will reduce the number of trainees and personnel for the purpose of implementing health standards followed? |  | |  | |  |  | |
| **7.** | **ADMINISTRATIVE REQUIREMENTS** | | | | | |  | | |
|  |  | Are the toilets are clean and the faucets and flush system are functional? |  |  | | |  | |  |
|  |  | Are the toiletshasadequate running water supply? |  |  | | |  | |  |
|  |  | Are the toilets adequately ventilated and lighted? |  |  | | |  | |  |
|  |  | Is the evacuation plan installed in conspicuous places within the training establishment particularly inside the classrooms |  |  | | |  | |  |
|  |  | Are the safety signages e.g. exit signage properly installed? |  |  | | |  | |  |
|  |  | Are the emergency exits, alleyways, stairways are cleared of obstruction? |  |  | | |  | |  |
|  |  | Is the building permit valid? |  | | | |  | | |

***Monitoring Team:***

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| **Lead Evaluator :** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature Over Printed Name) | |  |
| **Assistant Evaluators:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature Over Printed Name) | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature Over Printed Name) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature Over Printed Name) |

This is to certify that the findings of the above Monitoring Team have been made known to us and we concur / do not concur. (Please state reason if not concurring**)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**(Signature over Printed Name)**

**Training Center Representative**