



THE BAHAMAS MARITIME AUTHORITY

BMA INFORMATION BULLETIN No. 86

APPROVAL OF TRAINING CENTRES AND COURSES

Guidance for Shipowners, Managers, Masters, Bahamas Recognised Organisations and Bahamas Approved Inspectors.

Applications for approval of training centres or training courses shall be considered by the Bahamas Maritime Authority provided it contains the following information:

1. Name of the training centre with full postal and visiting address. If it is part of a University or College or Company, then it should be so stated. The e-mail address and fax number are necessary for confirmation of the authenticity of certificates;
 2. Title of the course as given in the Convention with full reference to Regulation and Code;
 3. Scope and objectives of the course – who should undertake the course and why;
 4. Entry requirement – age, medical fitness, any requirement of sea-service or any training / course which must be completed before undertaking the proposed course;
 5. Course material – Convention, Code, Model course and other industry publications such as those issued by ICS, Intertanko, OCIMF, SIGTTO, MNTB etc.;
 6. Duration of the course with break down of time per subject – break down of time on classroom lectures and participation in practical drills or exercises;
 7. Class-room facilities such as books, lecture materials, videos, slides, overheads and sketches;
 8. Demonstration hall with equipment, simulators, pictures etc.
 9. Practical training such as swimming pool, fire-fighting facilities, other machineries and equipment;
 10. Assessment process – continuous during the training or formal examination at the end of the training;
 11. Qualification and experience of the trainer;
 12. Qualification and experience of the assessor;
 13. If the training centre has achieved or maintains any quality standard – if so give details;
 14. Format or specimen of the proposed certificate to be issued to successful participants;
- The certificate must have the name of the approved training centre or company with its logo, postal address, e-mail address and fax number. It must have a serial number for any future reference. There must be the title of the training course or certificate. The name of the seafarer must appear, with date of birth and at least one other detail such as Passport number or Seaman's book number. Reference should be made to Convention, Code or IMO Resolution relating to the training requirement and it must be made clear that it is not only an attendance certificate, but a certificate of having successfully completed the required training (meeting

the standard of competence). The certificate must make a clear statement in respect of the approval given by the Bahamas Maritime Authority. Finally the certificate must be signed by the issuing officer and by the holder, with the date of issue shown.

15. Finally details of record-keeping – hard copies, electronic etc must also be provided.

On receipt of the information above the BMA will attend a mutually agreed demonstration course. If satisfied in every respect, it shall issue a formal letter of approval. The approval process will be completed on a cost recovery basis that is to say the training centre seeking approval will meet the administrative cost including travel and accommodation of the BMA official making the necessary inspection and assessment. The cost of any follow-up monitoring visit will be borne by the BMA. However, training centre will bear the expenses once every five years for renewal of the approval.

The BMA reserves the right to withdraw, cancel or suspend any training centre or training course approval and / or certificate issued, should we have any concerns with respect to any aspect of the training which has been or is being provided.

For further information, please contact The Bahamas Maritime Authority at:

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