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Government of the People's Republic of
Bangladesh
Ministry of Shipping
Department of Shipping
141-143 Motijheel C/A, Dhaka-1000
www.dos.gov.bd



Record Number: 18.17.0000.025.10.014.22.197 Date: 29/3/2023
Subject: **APPROVAL FOR CONDUCTING COURSE
“ELEMENTARY FIRST AID, SEAFARER WITH
DESIGNATED SECURITY DUTIES & SECURITY
AWARENESS TRAINING” AT BANGLADESH
MARINE ACADEMY, BARISHAL.**

With reference to your letter and the inspection report of the inspection committee on the above subject, your Academy is hereby provisionally approved to conduct the aforesaid courses subject to the conditions being complied with as mentioned below:

Name of the Courses:

1. ELEMENTARY FIRST AID.
2. SEAFARER WITH DESIGNATED SECURITY DUTIES
3. SECURITY AWARENESS TRAINING

Requirements :

1. All instructors and assessors of the course must have Department of Shipping approved training for trainers course.
2. All courses must be conducted in accordance with STCW Convention, IMO Model Course & the circulars issued by the Department, time to time.

Conditions:

The above approval is subject to the following conditions being fulfilled at all times and shall remain valid up to 28th March 2024:

1. The institute shall ensure that the trainees meet the entry requirement for the relevant training program;
2. For any particular training program the trainer and the assessor shall not be the same person;
3. The institute shall inform the Department of Shipping, Dhaka if there is any change of facilities, equipment, staff or any other change which is likely to affect the training program;
4. The institute shall keep the Department of Shipping informed of the date, time and venue of each training program so that the Department

- can monitor the courses at their convenience;
5. The institute shall ensure that an internal quality system is established and evaluation of all training and assessment is carried out every three months and the result forwarded to the Director General;
 6. The institute shall maintain full record of all certificates issued to the trainees so that authenticity can be checked at any later stage.
 7. In accordance with the requirement of regulation 1/8 of STCW Convention all training and assessment activities will be monitored through a Quality Standard System developed by the Department of Shipping.
 8. The training program shall be conducted by qualified trainers as per Rule 36 of “Bangladesh Merchant Shipping Officers and Ratings Training, Certification, Recruitment, Work Hours and Watch keeping Rules, 2011”.
 9. Course to be included in Quality Management System (QMS).



29-03-2023

Commodore Md Nizamul
Haque. (TAS). OSP. NGP. psc. BN
Director General
Phone: 9513305
Fax: 9587301
Email: info@dos.gov.bd

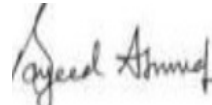
Commandant, Bangladesh Marine
Academy, Barishal.

Record Number:
18.17.0000.025.10.014.22.197/1(2)

Date: 29/3/2023

Copy for Kind Information and Necessary Action,

- 1) Chief Engineer & Ship Surveyor (Incharge), Department of Shipping
- 2) Chief Nautical Surveyor (Current), Department of Shipping



29-03-2023

Capt. Sayeed Ahmed
Controller of Maritime
Education (c.c)