

**REPUBLIC OF THE PHILIPPINES**

**DEPARTMENT OF TRANSPORTATION**

**MARITIME INDUSTRY AUTHORITY**

AD NO.: 49-00

Initial Issue Date: 09-14-2023

Revision Date: 00

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| **INSPECTION REPORT**  **(Distance Learning / Assessment Center)** |

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| **Originating Office** | | |  | | | | | | | | | **Date** | | |  |
| **Name of Institution and Registered Address** | | | | | | |  | | | | | | | | |
| **Application for:**  **Approval/Renewal to Conduct Practical Assessment**  **Approval/Renewal of Training Courses through Distance Learning Mode of Delivery** | | | | | | | | | | | | | | | |
| **Course/s Applied for Approval**  \*N/A if not applicable | | | | | | |  | | | | | | | | |
| **Level of Responsibility Applied for Approval**  \*N/A if not applicable | | | | | | |  | | | | | | | | |
| **Date of Receipt of Application** | | | | | | |  | | | | | | | | |
| **Legal Basis** | | | | | | | **Reference:** | | | | | | | | |
| **OVERVIEW OF THE EVALUATION/INSPECTION**  Please indicate the ff:  ✓- Compliant  X – Needs further actions  N/A – Not part of the Evaluation and Inspection conducted | | | | | | | | | | | | | | | |
| **KEY AREAS** | | | | | | | | | | | | | | | |
|  | Documentary Requirements | | | | | | | |  | | General Requirement | | | | |
|  | Quality Standards System | | | | | | | |  | | Conduct of training by distance and e-learning programme | | | | |
|  | Physical Resources | | | | | | | |  | | Conduct of assessment of the trainee’s progress and achievement | | | | |
|  | Scenarios | | | | | | | |  | | Security and Intellectual property | | | | |
|  |  | | | | | | | |  | | Delivery Infrastructure | | | | |
|  |  | | | | | | | |  | | Receiving Technology | | | | |
|  |  | | | | | | | |  | | Learning Management System (LMS) | | | | |
|  |  | | | | | | | |  | | For Cloud-based simulation as may be applicable | | | | |
| **INSPECTION DETAILS** | | | | | | | | | | | | | | | |
| **Date of Inspection** | | | |  | | | | | | Special Order No. | | | | | |
| **Amounts Paid** | | Filing Fee  (if applicable) | | | |  | | O.R. / Ref. No. | | | | | |  | |
| Accreditation Fee | | | |  | | O.R. / Ref. No. | | | | | |  | |
| Inspection Fee | | | |  | | O.R. / Ref. No. | | | | | |  | |
| **Inspection Team** | | | | |  | | | | | | | |  | | |
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| **Date of Re-Inspection** | | | | |  | | | | | Special Order No. | | | | | |
| Re-inspection Fee  Amount Paid | | | | |  | | | | | O.R./ Ref. No. | | | | | |
| **Re-Inspection Team** | | | | |  | | | | | | | |  | | |
| **SPECIFIC DETAILS ON THE EVALUATION AND INSPECTION** | | | | | | | | | | | | | | | |
| **KEY AREAS** | | | | | | | | | | | | | **REMARKS** | | |
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| **Overall Findings:** | | | | | | | | | | | | | | | |
| **RECOMMENDATION:** | | | | | | | | | | ( ) Approval/ Accreditation  ( ) Issuance of Cease and Desist  ( ) Notice of Deficiency | | | | | |
| **Validity of Approval/ Accreditation:** | | | | | | | | | |  | | | | | |

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| Division Chief, Accreditation Division  STCW Office |