
	OUTCOMES-BASED MONITORING INSTRUMENT (OBMI) FOR MARITIME EDUCATION PROGRAMS (MEPs)	
Name of Maritime Higher Education Institution (MHEI):	Contact Numbers:	Email address:
Address of Maritime Higher Education Institution (MHEI):	Region:	
Maritime Education Program/s Monitored:	Date of Monitoring:	Date last Monitored:

QUALITY STANDARDS SYSTEM	EXPECTED OUTCOME			
	Established QSS that is being maintained, implemented, monitored and ensured the attainment of the STCW competence standards as defined in the Program Educational Outcomes (PEO) and Program Outcomes (PO) that will lead to acquisition of competence as prescribed in the STCW, as specified under Sections 4.3 and 5 of this PSG.			
<p>1 Consistent with the provision of STCW Regulation I/8, a documented Quality Standards System shall define the maritime education and training (MET) standards that the institution intends to establish, implement, monitor and ensure the attainment of the STCW competence standards.</p> <p><i>Reference: Article XI, Section 41 of the JCMMS 01 s. 2022</i></p>	<ul style="list-style-type: none"> ● Documented information system covered in the various manuals e.g. Quality Management Manual, Operating Procedure Manuals, Standard Reference, Company Forms Manual, Work Instructions Manual 			

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				Compliant	Not Compliant	
2	In applying quality standards for the education and training of students, MHEIs shall premise their quality standards system on the Administration's template and shall incorporate the following key elements, but not limited to: 1. an expressed commitment by the institution to follow statutory and regulatory issuances;	<ul style="list-style-type: none"> ● QSS with expressed commitment by the institution to follow statutory and regulatory issuances; 				
3	2. an expressed policy regarding quality and the means by which such policy is to be implemented;	<ul style="list-style-type: none"> ● Approved Quality Policy Statement and Objectives (Vision, Mission, goals and objectives) 				
4	3. a quality system incorporating the organizational structure, responsibilities;	<ul style="list-style-type: none"> ● Approved Organizational Structure with qualifications ● Approved duties and responsibilities ● Approved composition of committees and advisory bodies 				
5	4. procedures, processes, and resources necessary for quality management;	<ul style="list-style-type: none"> ● Approved Policy and procedures manual ● Approved plans and programs with budgetary 				

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		requirements and records of implementation				
6	5. the operational techniques and activities to ensure quality control;	<ul style="list-style-type: none"> ● Results of Internal Quality Audit and compliance as applicable and records of implementation ● Records of Implementation of Risk Management System 				
7	6. systematic monitoring arrangements, including internal quality-assurance,	<ul style="list-style-type: none"> ● Results of Internal Quality Audit and compliance as applicable ● Minutes of the Management Review Meeting ● Actions taken on the matters arising during the MRM ● Status of Compliance of Previous Regulatory Visits 				
8	7. evaluations, to ensure that all defined objectives are being achieved;	<ul style="list-style-type: none"> ● Records of performance evaluation based on the stated success indicators or key performance indicators 				
9	8. arrangements for periodic external quality evaluations	<ul style="list-style-type: none"> ● Results of External Quality Audit and compliance as applicable ● Approved Annual Audit Plan including follow-ups and records of implementation 				

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10	<p>9. documented information relating to student's performance shall be retained for at least three (3) years</p> <p><i>Reference: Article XI, Section 42.2 of the JCMMC 01 s. 2022</i></p>	<ul style="list-style-type: none"> Existing and/or Approved Policy and procedure on documented information relating to student's performance shall be retained for at least three (3) years and records of implementation Approved Policy and Procedure on the control of documents and records of implementation Existing and updated Matrix of personnel who are assigned in the control of documents including their duties and responsibilities 				
11	<p>MHEIs shall ensure that all the elements of these policies, standards, and guidelines are adopted in their QSS.</p> <p>In addition, the quality standards system of MHEIS shall cover the following policies and procedures:</p> <ol style="list-style-type: none"> program and course design, development, review, verification, validation and approval 	<ul style="list-style-type: none"> Approved Policy and procedure on the program and course review and verification, design, development, validation and approval and records of implementation Approved Policy and Procedure on the Design and Development, Review and Verification, Validation and Approval of Detailed Teaching Syllabus (DTS) for 				



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		all courses (e.g. MACH1, NAV1 etc.) and records of implementation				
12	<p>2. staff recruitment, training, qualifications, functions, development, appraisal and promotion; There shall be faculty manual containing information and policies on:</p> <p>a. Hiring, retention, promotion and separation;</p> <p>b. Functions and responsibilities;</p> <p>c. Ranking system;</p> <p>d. Evaluation;</p> <p>e. Salary rates;</p> <p>f. Faculty benefits; and</p> <p>g. Code of conduct/ethical standards.</p>	<ul style="list-style-type: none"> ● Approved Policy and procedure for staff recruitment, training, qualifications, functions, development, appraisal and promotion and records of implementation; ● Approved Faculty Manual or its equivalent ● Approved Job Description ● Qualification Requirement ● Faculty Development Plan and records of implementation ● Records of Performance Evaluation <p>- and their corresponding records of implementation</p>				
13	3. administration, monitoring, supervision of education and training	<ul style="list-style-type: none"> ● Approved Policy and Procedure on administration, monitoring, supervision of education and training and records of implementation 				



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		<ul style="list-style-type: none"> ● Approved Policy and Procedure on the Delivery of Instructions, Practical Exercises and Assessments and records of implementation ● Approved Policy and Procedure on keeping of records of students' attendance using a defined form during lecture and practical training at laboratories and workshops and records of implementation ● Records of implementation of the Approved Policy and procedure on design and development, validation and approval of laboratory/simulator practical exercise including utilization of validation form 				
14	4. examination and assessment system, including appeals, resits and remediation;	<ul style="list-style-type: none"> ● Approved Policy and Procedure on design, development, review, verification, validation and approval of examination and assessment tools for written 				



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		<p>and practical (<i>in accordance with the learning outcomes</i>), including validation form, grading system, appeals, resits, and remediation and records of implementation</p> <ul style="list-style-type: none"> ● Approved Policy and procedure on course outcomes assessment and records of implementation ● Approved Policy and Procedure on design and development of Table of Outcomes Assessment (TOA) and records of implementation. ● Approved Policy and Procedure on the conduct of Assessment including invigilation and records of implementation ● Approved Policy of continual improvement of assessment instrument and tools and records of implementation ● Approved Policy and Procedure for make-up classes or activities for unforeseen circumstances or holidays and force majeure 				



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		(recovery arrangement/catch-up plan) and records of implementation				
15	5. facilities and equipment for education and training;	<ul style="list-style-type: none"> • Approved Policy and procedure on equipment and facilities for education and training and records of implementation • Approved Work Instructions Manual or its equivalent • Approved Utilization Plan and records of implementation 				
16	6. student admission and retention;	<ul style="list-style-type: none"> • Approved Policy and procedure on student admission (regular and transferees) and student retention and records of implementation • Approved Policy and procedure on transfer of students to other MHEIs in cases of program phase-out/closure of the institution and records of implementation 				



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17	7. systematic monitoring of the scholastic performance which measures the demonstration of acquisition of the course outcomes;	<ul style="list-style-type: none"> ● Approved Policy and procedure on scholastic performance and Advisory System and records of implementation 				
18	8. Policy on attendance and observance of holidays and unannounced holidays including remediation and make-up classes;	<ul style="list-style-type: none"> ● Approved Policy and procedure on attendance and records of implementation ● Approved School Calendar of activities including holidays (unannounced and bank holidays) being implemented. 				
19	9. onboard training;	<ul style="list-style-type: none"> ● Approved Policy and Procedure of Implementation of Onboard Training including administration, briefing, monitoring, supervision and assessment ● Approved Policy and procedure on the retention of the students' Daily Journal and other related documents and records of implementation 				
20	10. feedback from students and from industry;	<ul style="list-style-type: none"> ● Approved Policy and procedure on feedback mechanism including analysis of the feedback and 				



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		records of implementation, if any.				
21	11. Staff involvement in research and development	<ul style="list-style-type: none"> ● Approved Policy and procedure on staff involvement in research and development and records of implementation ● Personnel development plan ● Approved Policy and procedure on research and records of implementation ● Approved Policy and procedure on extension services (faculty & students) and records of implementation which covers the following: <ul style="list-style-type: none"> ○ Annual extension services program ○ Annual extension services budget ○ Tracer study program ○ Linkages to community ● Research Output/Research Involvement and its objective implementation 				



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22	12. Use and maintenance of equipment and facilities for education and training	<ul style="list-style-type: none"> ● Approved Policy and procedure on planned maintenance system and records of implementation ● Approved Policy and Procedure on provision/acquisition, maintenance and repair of all laboratory equipment and records of implementation ● Approved policy and procedure on the utilization of equipment and facilities for education and training and records of implementation 				
23	13. the need to retain and maintain, for at least three (3) years, documented information which may include documents, photos, audio and video recording and any other similar information to demonstrate the delivery and conduct of approved classrooms/laboratory activities and that the learners perform the course outcomes.	<ul style="list-style-type: none"> ● Approved Policy and procedure on records keeping on lessons delivered (lecture and laboratory, retention and disposal (hardcopy or digital copy) and records of implementation 				
24	14. Policy and procedure on the standard carrying capacity	<ul style="list-style-type: none"> ● Approved Policy and Procedure on carrying 				

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	computation signed by the Head of Department and the Dean. The carrying capacity computation based on the standard will be the basis of their registrar on the maximum number of students to be enrolled. Additionally, MHEIs shall include in the policy and procedure the computation of carrying capacity using carrying capacity forms and the provision on equipment to student ratio which shall ensure that students are given sufficient time allocated for the operation of equipment or simulators for training or assessment.	<p>capacity computation including provision on equipment to student ratio and records of implementation</p> <ul style="list-style-type: none"> Accomplished carrying capacity forms (1 to 4) 				
25	15. Policy and procedure on the design and development, review and verification, validation and approval of laboratory equipment/simulator exercises and assessment	<ul style="list-style-type: none"> Approved Policy and Procedure on design, development, review, verification, validation and approval of laboratory equipment/simulator exercises and assessment including grading system, appeals, re-sit, remediation and records of implementation 				
26	16. Policy and procedure on records keeping of the evidences/records that will demonstrate that the laboratory equipment/simulator practical					



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	exercises and assessments have been implemented.	<ul style="list-style-type: none"> ● Approved Policy and Procedure on the conduct of Laboratory equipment/Simulator practical exercises and Assessment and records of implementation ● Approved Policy and procedure on planned maintenance system regarding laboratory equipment/simulator and records of implementation ● Approved Policy of continual improvement of simulator and laboratory assessment and records of implementation ● Approved Policy and procedure on records keeping, retention and disposal (hardcopy and digital copy) and records of implementation ● Records Disposition Schedule and records of implementation 				
27	17. Policy and procedure to require students who transferred from	<ul style="list-style-type: none"> ● Admission Requirements for Transferees 				



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	<p>one MHEI to another due to program closure or lack of approval to follow the program without gaps in their training to ensure that all students had met all the program requirements by requiring the accepting MHEIs to evaluate the curriculum where the students came from against their own to establish any gap and use as basis of any additional training, to bring them up to the level of the program requirements</p>	<ul style="list-style-type: none"> ● Approved Policy and procedure on student admission, transferees (regular transferee, transferee from phase-out MHEIs, and transferee from unrecognized MHEIs) and records of implementation ● Approved Policy and procedure on student retention and records of implementation covering the following: <ul style="list-style-type: none"> a. academic delinquency; b. violation of rules and regulations of the institution; c. failure to settle due tuition and other school fees, and other obligations; d. sickness or disease that would prevent the student to handle the pressures of school work or his continued presence thereat would be deleterious to other 				



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		<p>members of the academic community; and</p> <p>e. the closure of a program by the institution, or the closure of the institution itself</p> <ul style="list-style-type: none"> Approved Policy and procedure on transfer of students to other MHEIs in cases of program phase-out/closure of the institution and records of implementation 				
28	18. A description and inventory of education and training facilities and equipment, including any agreements with service providers for Basic Training, swimming pool, gymnasium;	<ul style="list-style-type: none"> Approved Policy and procedure on third party provider including its arrangement, coordination, supervision, monitoring, and termination and records of implementation. Approved Policy and procedure of Occupational Health and Safety Protocols in the workshop and other activities that entail hazard and records of implementation 				



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		<ul style="list-style-type: none"> Memorandum of Agreement (MOA) with third party provider 				
29	<p>19. The MHEI shall ensure that the Transcript of Records issued to students shall have the following items, but not be limited to:</p> <ul style="list-style-type: none"> Name of the Ship Ship's Flag or Registry Ship's GT (500 GT or above) or kW (750 kW or above) Duration of the On-board Training (Dates of embarkation and disembarkation) 	<ul style="list-style-type: none"> Approved policy and procedure and records of implementation in ensuring that the transcript of records issued to students having the following items, but not limited to: <ul style="list-style-type: none"> Name of the Ship Ship's Flag or Registry Ship's GT (500 GT or above) or kW (750 kW or above) Duration of the On-board Training (Dates of embarkation and disembarkation) 				
30	<p>20. Policy and procedure on the verification and evaluation/assessment of the satisfactory completion of the OBT and the six months watchkeeping duties.</p>	<ul style="list-style-type: none"> Approved Policy and Procedure of Implementation of Onboard Training, and assessment and records of implementation Approved Policy and Procedure on remedial measures or activities/workshops for tasks listed in the TRB but not 				



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		<p>completely performed during their OBT and records of implementation</p> <ul style="list-style-type: none"> Approved Policy and procedures in the design and development, review and verification, validation and approval of written, oral and/or practical tests to evaluate the outcomes of on-board training and records of implementation Records of assessment tools in assessing the tasks performed in the TRB 				
31	<p>21. Continual Improvement-Specific requirements, provisions, policies pertaining to audit and effecting any changes to ensure improvement of the system.</p> <p><i>Reference: Article XI, Section 42.3 of the JCMMC 01 s. 2022</i></p>	<ul style="list-style-type: none"> Approved Policy and procedure on continual improvement- Specific requirements, provisions, policies pertaining to audit and effecting any changes to ensure improvement of the system and records of implementation Results of Quality Audit and compliance as applicable Minutes of the Management Review Meeting 				



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		<ul style="list-style-type: none"> ● Records of Revision and Approval of the QSS policy and procedure as a result <ul style="list-style-type: none"> ● Formulated Plans and Programs ● Status of findings of previous Audit ● Records of Implementation of Risk Assessment and Mitigation Plan 				

Lead Evaluator

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Signature Over Printed Name

Monitoring Team Members

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Signature Over Printed Name

Signature Over Printed Name

