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**THE NATIONAL SMALL
VESSEL SAFETY
REGULATIONS 2007**

**GENERAL REQUIREMENTS
FOR TRAINING
INSTITUTIONS**

**FOR MORE INFORMATION GO TO
WWW.SAMSA.ORG.ZA AND READ THE
*MERCHANT SHIPPING (NATIONAL
SMALL VESSEL SAFETY) REGULATIONS
2007* TOGETHER WITH SAMSA'S
SMALL VESSEL POLICY DOCUMENT ;
“ MARINE NOTICE 13”**

Accreditation of training institutions

There are two different methods by which a person can obtain a national small vessel certificate of competency, detailed as follows:

1. By attendance at an accredited institution, passing a theoretical, practical examination and/or oral exam in accordance with the Code and having met the sea time requirements as per SAMSA policy for the certificate desired.

Or

2. By being examined by a SAMSA appointed examiner, passing a theoretical, practical exam and/or oral examination in accordance with the Code and having met the sea time requirements as per SAMSA policy for the certificate desired.

The introduction of accredited training providers is a new concept and institutions desiring to provide training under this new policy must apply as detailed below. Note that accreditation in general will be limited to skipper certification for vessels 09m and skipper certification for pleasure vessels >9m. (i.e. SAMSA will be the only examination body for skippers of commercial vessels >9m in accordance with our published policy.)

ACCREDITATION AS A TRAINING INSTITUTION

To be accredited as a maritime training institution that is authorised to conduct approved training in terms of the Merchant Shipping (National Small Vessel Safety) Regulations, 2007 (as amended), a training provider shall

- (a) have appointed instructors who
 - (i) have an appreciation of the training programme and an understanding of the specific training objectives for the particular type of training to be conducted;
 - (ii) are qualified in the task for which the training is to be provided.

- (b) have SAMSA appointed examiners who are familiar in assessment methods and practice and who meet the requirements of 13.3 below and
 - (i) have an appropriate level of knowledge and understanding of the competence to be assessed;
 - (ii) are qualified in the task for which the assessment is to be made;
- (d) continuously monitor its training and assessment activities through an appropriate quality-standards system.

Training programmes

The content of a training programme or course shall

- (a) be structured in accordance with written programmes that
 - (i) are based on the relevant syllabi in the Code;
 - (ii) include such methods and media of delivery, procedures, and course material as are necessary to achieve the standard of competence specified in the Code; and
- (b) be conducted, monitored, evaluated and supported by qualified persons.

Applications for accreditation

An application for accreditation shall be made in writing and must include the information detailed below, and must be accompanied by any documents specified by the Authority. These would normally include

- (a) Name and physical address of the training provider;
- (b) Details of the assessors (examiners) and lecturers and their qualifications;
- (c) The description of the course and of its content (which must be appropriate to the level of competency being assessed, and, be referenced to the Code) together with the study plans;
- (d) Details of a quality control system to ensure that standards are maintained and training objectives met;

(e) The method of assessment as detailed in the Code (i.e. examination papers and aids used);

(f) Training and assessment facilities; and

(g) A specimen copy of any certification e.g. a certificate to show that they have passed any part of an examination or endorsement. (SAMSA will issue institutions with official interim certificates of competence.)

Note:

(1) SAMSA will not consider applications from a single individual as not only is it SAMSA policy that the lecturer cannot be the examiner, but sustainability of the institution is very important in matters such as training and examination. Candidates must also not be inconvenienced due to illness or other reasons, so continuity and survivability of the institution is a requirement.

(2) Accredited institutions will be subject to *ad hoc* audits and a full re-evaluation after three years, by the Authority so as to verify that the administrative and operational procedures at all levels are managed, organised, undertaken, supervised and monitored internally in order to ensure their fitness for the purpose and achievement of stated objectives.

(3) The certificate referred to in (g) must contain at least the following information:-

- (i) The name of the candidate
- (ii) The identification number of the candidate
- (iii) The name of institution
- (iv) The course for which the candidate was found to be competent
- (v) The name and signature of the appointed examiner