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Govt. of the People's Republic of Bangladesh  
Department of Shipping  
141-143, Motijheel C/A (8<sup>th</sup> Floor)  
Dhaka-1000

No. 099/CNS/Cam. Mari. College/2011/(Part-2) / 3085

Date: 30<sup>th</sup> April 2013

Principal  
Cambridge Maritime College  
House# 02, Road # 04  
Sector # 09, Uttara  
Dhaka-1230.

**SUBJECT : ELECTRO TECHNICAL OFFICER PREPARATORY COURSE**

With reference to your letter no. Nil, dated 09-10-2012 on the above subject, your Institute is hereby provisionally approved to conduct the following course subject to the conditions being complied with as mentioned below:

**NAME OF COURSES :**

**1. ELECTRO TECHNICAL OFFICER PREPARATORY COURSE**

**Requirements**

1. All instructors and assessors of the training course are to be adequately qualified and competent in the relevant subject(s), as well as completed Department of Shipping approved training for trainers course unless has at least 3 years teaching experience in a Government/ Government approved institute.
2. All courses must be conducted in accordance with the circulars issued by the Department from time to time.
3. The Training centre must comply with requirements of STCW convention and codes.
4. The Training centre must comply with the mandatory guideline for maritime training institute.
5. The Training Centre must provide adequate audio-visual facility in conformity with the training requirement.
6. Total course duration will be not less than 200 hours and time on following topic:  
Electrical theory and practical


**Conditions:**

The above approval is subject to the following conditions being fulfilled at all times and shall remain valid for one year w.e.f the date of issue.

The training center shall ensure that the trainees meet the entry requirement for the relevant training program;

1. For any particular training program the trainer and the assessor shall not be the same person;
2. The training center shall inform the Department of Shipping, if there is any change of facilities, equipment, staff or any other change which is likely to affect the training program;
3. The training center 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;
4. Certificates shall be issued only to those trainees who successfully complete the training program and other requirements for issue of such certificate;
5. All certificates shall be issued as in form/specimen as approved by the Department of Shipping;
6. The training center 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;
7. The training center shall maintain all documents, marked result sheets at least for 3 (Three) years and also maintain full record of all certificates issued to the trainees so that authenticity can be checked at any later stage. The training center shall also maintain record of original approval given by Department of Shipping and shall record every visit made by a officers of Department of Shipping;
8. 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.

  
(Commodore Jobair Ahmed, NDC, BN) 30/4/13  
Director General

  
Jobair  
dw  
30-04-13