

GUIDE FOR CERTIFICATION OF

MARITIME EDUCATION FACILITIES AND TRAINING COURSES (G-CMET) SEPTEMBER 2013

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SEPTEMBER 2013 (Updated November 2016 – see next page)

**American Bureau of Shipping
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Foreword

The purpose of this Guide is to detail the ABS requirements for Certification of facilities that provide maritime education and their training programs for those involved in the marine and offshore industries. This includes training provided by owners or managers or their agents for ship and offshore crew and by State or privately operated academies or training facilities.

Training courses or programs assessed may be mandatory or voluntary and of short or extended duration. Mandatory courses typically include those meeting the IMO International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1995 (STCW '95) as amended, or those that may be mandated by flag Administrations for vessels or facilities in their jurisdiction. Voluntary training courses typically include those meeting other industry standards, such as OCIMF's "Tanker Management & Self-Assessment" (TMSA), the Intertanko "Tanker Officer Training Standards" (TOTS) and other applicable standards published by industry organizations, such as the "Society of International Gas Tanker & Terminal Operators" (SIGTTO).

This Guide becomes effective on the first day of the month of publication.

Users of this Guide are welcome to contact ABS with any questions or comments concerning its content. Users are also advised to check periodically on the ABS website www.eagle.org to verify that this version of the Guide is current.

Comments or suggestions can be sent electronically to rsd@eagle.org for review.

11/11/13



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SECTION 1 General

1 Objective

This Guide is intended to provide a uniform international standard for the verification and certification of maritime and offshore related education and training facilities and of the courses they provide that implement and maintain management systems in accordance with these requirements.

The goal of the certification is to verify periodically that the education or training provided:

- Meets specified minimum criteria in terms of the development, content, and delivery of the courses
- Is of a uniform quality when compared with accepted industry standards
- Remains suitable and effective for its intended purpose with a view to continual improvement

3 Coverage

The coverage of this Guide encompasses the processes and activities associated with the provision of mandatory and voluntary training or education provided by owners, managers, their agents, or government agencies for maritime and offshore personnel by State or privately operated academies or training facilities.

Training or educational facilities that hold or are covered under a valid ISO 9001 Quality Management System Certificate from an Accredited Registrar may be given special consideration with respect to those elements of the following standards in this Guide that can be considered duplicative.

5 Structure

The text of this Guide details the requirements under this ABS standard (G-CMET) for verification and certification. Training providers should maintain compliance with these clauses as applicable.

7 Applicability

The requirements of this Guide are applicable to providers of maritime education or training regardless of type, size and maritime education program or training provided.

9 Exclusions

Where any requirement(s) of this ABS Guide cannot be applied due to the nature of the organization or the maritime education/training service provided, this may be considered for exclusion, provided such exclusions do not affect the organization's ability to provide service that meets customer and applicable statutory and regulatory requirements. Justification for such exclusions must be stated in the quality manual.

11 References

The following referenced documents are indispensable for the application of this Guide:

1. ISO 9001 (latest version), Quality management systems – Requirements
2. ISO 9000 (latest version), Quality management systems – Fundamentals
3. ISO International Workshop Agreement 2 (latest version), Quality management systems – Guidelines for the application of ISO 9001:2000 in education



SECTION 2 Definitions

In the context of this Guide, the following clarifications are provided for uniform interpretation:

1 Activity

An element of a training course designed to achieve a learning or course objective (e.g., simulator session, practical session, reading assignment, lecture, etc.).

3 Anniversary Date

The day and month of each year that corresponds to the date of expiry of the relevant document or certificate.

5 Assessment

See “Examination”.

7 Audit

Systematic, independent, and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which audit criteria are fulfilled.

9 Auditee

An individual or organization to be audited.

11 Audit Evidence

Records, statements of fact, or other information which are relevant to the audit criteria and verifiable.

13 Audit Team

Specialist(s) verifying that the facility and training courses comply with this Guide and/or other applicable standards.

15 Authorized Examiner

An examiner who meets the experience and qualification requirements for assessing students who have received tuition on a particular topic.

17 Authorized Instructor

An instructor who meets the experience and qualification requirements for teaching a particular topic.

19 Blended Learning

A curriculum or course composed of different learning media (e.g., instructor-led training, virtual classroom, video on demand, simulation, web-based training, structured on the job training, etc.)

21 Certification

The procedure and action, by a duly authorized body, of determining, verifying, and attesting in writing to the qualifications of personnel, processes, and/or procedures, in accordance with applicable requirements.

23 Certified Training Course

A course that has been submitted to ABS and verified as being compliant with the relevant standard.

25 Class Size

The maximum number of students that may participate in a class for the purpose of effective training.

27 Client

See “Customer”.

29 Company

The organization or part of an organization responsible for the training development, delivery, quality control, and administration of training courses provided.

31 Computer-Based Training (CBT)

A method of electronic delivery of training.

33 Competence

The ability to perform particular tasks and duties to the standard of performance expected in the workplace. This may include knowledge, skills, attitude, and other such characteristics.

35 Competency

The description of the knowledge, skills, experience, and behavioral attributes necessary to carry out a defined function to the standard of performance expected in the workplace.

37 Conformance

An affirmative indication or judgment that the service provided has met the stated or implied requirements of the relevant specifications, contract or regulations. Also the state of meeting requirements.

39 Continual Improvement

Recurring activity to increase the ability to fulfill requirements by finding opportunities for improvement through the use of audit findings, analysis of data, management reviews, and corrective and preventive actions.

41 Corrective Action

Action to eliminate the root cause(s) of a detected nonconformity or other undesirable situation.

43 Course Objective

A desired outcome from a training course or training program.

45 Curriculum

A set of courses in an area of specialization.

47 Customer

Organization or person that receives the training or educational service.

49 Customer Satisfaction

Customer's perception of the degree to which the customer's requirements have been fulfilled.

51 Education

A formal process by which knowledge, skills, customs, and values are transmitted over a specified period to the learner.

53 e-Learning

Methods for remote electronic delivery of training.

55 Evaluation

See "Examination".

57 Examination

A written, verbal, or practical method to assess the extent to which the individual has achieved the desired learning outcomes.

59 Examiner

A person who performs an assessment, examination, or evaluation.

61 Finding

Objective evidence that a control feature of a management system was not implemented in accordance with requirements. (Nonconformance, noncompliance, deviation, deficiency)

63 Follow-up Audit

An audit which verifies that corrective action has been accomplished as scheduled and determines that the action taken was effective in preventing or minimizing recurrence.

65 Instructor

A person who imparts desired knowledge, skills, behavior, and attitude (e.g., teacher, lecturer, professor, trainer, coach.).

67 Instructor Led Training (ILT)

Classroom-based training.

69 Knowledge

Familiarity, awareness, or understanding gained through experience, self-study, or education and training.

71 Learner

A person enrolled in or attending training or education. A learner is always considered as the customer.

73 Learning Objective

A desired outcome from an activity.

75 Major Nonconformance (Nonconformity or Noncompliance)

A nonconformance that is significant in nature and indicates the absence of an element of the management system or lack of its implementation that significantly impacts the quality of the delivered learning.

77 Nonconformance (Nonconformity or Noncompliance)

An observed situation where objective evidence indicates the non-fulfillment of a specified requirement.

79 Objective Evidence

Quantitative or qualitative information, records, or statements of fact pertaining to quality or to the existence and implementation of a management system element, which is based on observation, measurement, or test and which can be verified

81 Observation

A concern or weakness detected in the quality management system. Not a finding, but a condition that may become a finding if not addressed.

83 Organization

See “Company”.

85 Participant

See “Learner”.

87 Preventive Action

Action to eliminate the cause of a potential nonconformity or other undesirable potential situation.

89 Procedure

Specified way to carry out an activity or a process.

91 Process

A set of interrelated or interacting activities which transforms inputs into outputs.

93 Provider

Person(s) who deliver training or education to the learners.

95 Responsible Person (RP)

The member of the facility management team appointed by the senior management to be responsible for the compliance of the training facility with quality standards set by them.

97 Skill

Competence, facility, or dexterity acquired by training, education, or experience.

99 Syllabus

A concise statement of the subjects forming a training course or program.

101 Top Management

Person or group of people who directs and controls an organization at the highest level.

103 Training

A process whereby skills and competence are developed to a minimum required standard for a particular topic or subject matter.

105 Training Course or Program

A series of activities designed to develop skills and competence. This may include lectures, required reading, exercises, practical sessions, e-learning, examinations, or other activities.

107 Training Facility (or Educational Institution)

Physical accommodation designed for the delivery of training or education.

109 Video on Demand (VOD)

Internet-based delivery of training using video.

111 Virtual Classroom

Internet-based delivery of instructor-led training.

113 Web-Based Training (WBT)

Internet-based delivery of interactive training materials.