



**MARITIME INDUSTRY AUTHORITY  
 STCW OFFICE**

**FORM 6: CHECKLIST FOR ADMINISTRATIVE REQUIREMENTS**

Date: \_\_\_\_\_

Maritime Training Institute : \_\_\_\_\_

Address: \_\_\_\_\_

Item	Requirements	Check if available	Remarks
<b>I.</b>	<b>Safety Facilities</b>		
1.	Valid Group insurance scheme certificate for the trainees.		
2.	Visible, functional and properly labeled fire escape/s accessible to all trainees and instructors.		
3.	SEC Registration, Building Safety Occupancy Certificate issued by the Building Official, Municipal / City Engineer's Officer (PD 1096, National Building Code)		
4.	A number of fire extinguisher properly installed along the corridor.		

<b>II.</b>	<b>Structural Facilities</b>		
1.	Theoretical site of at least 150 sq. m. floor area		
2.	Practical site of at least 350 sq. m. floor area		
3.	Administrative and Registrar Office of at least 50 sq. m. floor area, furnished with office fixtures and well ventilated and lighted.		
4.	A restroom of at least 8 sq. m. floor area for male students and instructors and a restroom of at least 8 sq. m. for female students and instructress.		

Item	Requirements	Check if available	Remarks
<b>III.</b> 1.	<b>Classroom facilities</b> An ordinary classroom of at least 6m. x 7m. floor area, well ventilated, lighted and furnished with classroom fixtures. The number of classroom should be proportionate to the number of students in the ration of 1 classroom to 24 students.		
2.	<b>Library Room</b> A library room of at least 20 sq. m. area well ventilated and lighted, furnished with bookshelves, tables and chairs. In no case shall the library room be combined with another office.		
3.	<b>Faculty Room</b> A separate faculty room of at least 20 sq. m. floor area, well ventilated and lighted, furnished with tables and chairs. In no case shall the faculty room be combined with another office.		
<b>IV.</b> 1.	<b>Presentation of Employment Contracts</b> Copy of employment contract of each instructor shall be presented during the Inspection.		
1.	<b>V. Electronic Accessibility</b> Internet Access (Email and website)		

**Inspection Team:** (Signature over Printed Name and Agency)

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**Concurred with by:**

\_\_\_\_\_  
Signature over Printed Name