

PURPOSE

To establish a standardized procedure for the utilization, monitoring, and identification of equipment and practical training facilities used by Distance Learning (DL) enrollees.

SCOPE

This procedure applies to all Distance Learning enrollees of approved STCW courses requiring practical exercises and assessment, including but not limited to:

- Advanced Fire Fighting (AFF)
- Basic Training (BT)
- Survival Craft and Rescue Boats (SCRB)

This covers all practical sites, training equipment, simulators, assessment areas, and related facilities utilized during face-to-face practical sessions.

PROCEDURE

1. The DL Supervisor shall prepare the Resource Utilization Plan (NAGA-SCMD-QPF-35-00-26) containing all required information on equipment, facilities, personnel, schedules, and contingencies for the approved course and batch.
2. The Training Director/ Assistant Training Director shall review and approve the Resource Utilization Plan prior to implementation.
3. SEATECH shall ensure that all equipment, simulators, and practical facilities identified in the approved Resource Utilization Plan are operational, properly maintained, safe, and ready for use.
4. The DL Supervisor shall implement the approved schedule of practical exercises based on the Resource Utilization Plan and ensure compliance with capacity limitations.
5. The DL Supervisor shall coordinate with the Site Supervisor to confirm availability of all listed equipment, facilities, and personnel indicated in the Resource Utilization Plan.
6. The Registrar shall assign an official DL Enrollee Code using the format DL–YEAR–COURSE CODE–BATCH NUMBER for proper identification of trainees.
7. The Site Supervisor shall verify DL enrollees using their assigned DL Code prior to participation in any practical exercise or assessment.
8. The instructor or assessor shall prepare separate attendance and monitoring records for DL enrollees as indicated in the Resource Utilization Plan.
9. The Site Supervisor shall issue equipment and PPE as specified in the Resource Utilization Plan only to verified DL enrollees.
10. Authorized instructors or assessors shall conduct and supervise practical exercises in accordance with the approved Resource Utilization Plan, ensuring safety and compliance.

11. The Site Supervisor shall monitor actual utilization of equipment and facilities against the Resource Utilization Plan to ensure proper implementation.
12. All training activities shall be documented, including attendance, utilization logs, assessment results, and incidents, as required in the Resource Utilization Plan.
13. All equipment and PPE shall be returned after use, and the Site Supervisor shall inspect them for damage or defects.
14. Any discrepancies between planned and actual utilization, or any damage or irregularity, shall be reported to the Training Director for corrective action.
15. The Site Supervisor shall ensure that all equipment and facilities are cleaned, maintained, and stored properly for future use in accordance with the Resource Utilization Plan.