

ON BOARD TRAINING OFFICE

Procedure on Conducting Registration of UC-MEP Mandatory Documentary Requirements (SPM-OBTO-44B-00)

Procedure on establishing linkages: Thru Memorandum of Agreement with Domestic Shipping Companies

1. PURPOSE:

To ensure that students UC-MEP Registration of UC-MEP Mandatory Documentary Requirements are properly register

2. SCOPE:

The procedure is applicable only in University of Cebu- Maritime Education Program

3. REFERENCE:

3.1 JCMC 01 s2019 as amended

3.2 UC-MEP Quality Management System

4. RESPONSIBILITY:

The ON BOARD TRAINIG DEPARTMENTS is responsible for the implementation of this procedure.

5. DEFINITION OF TERMS:

5.1 **MEMORANDUM OF AGREEMENT (MOA)** - is a written document between the University of Cebu- Maritime Education Program and Domestic Shipping company describing terms and conditions as to the deployment of student recognized by the University of Cebu- Maritime Education Program.

5.2 **JCMC 01, s2019 AMENDED**- revised implementing guidelines on the approved seagoing service requirement for the conferment of the degree in BSMT and BSMAR-E programs.

5.3 **PARTIES** – refer to the University of Cebu-MEP and Domestic Shipping Company.

5.4 **SPM**- Standard Procedure Manual;

5.5 **SFM** – Standard Forms Manual

5.6 **UC-METC QMS**- The University of Cebu, Maritime Education and Training Center Quality Management System

5.7 **OBT** – On Board Training

5.8 **OBTS** – On Board Training Supervisor

5.9 **OBTS** – On Board Training Officer

5.10 **DSTO**-Designated Shipboard Training Officer

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6. INSTRUCTION

- 6.1 Proceed to OBTO and secure form SFM-044B-00;
- 6.2 Accomplish check the list of document to be register;
- 6.3 Submit updated checklist with original document for verification:
- 6.4 Wait until your name will called and claim your document.

Flow	PIC	TIME LINE	Procedure/Instruction
<pre> graph TD A[Proceed to OBTO] --> B[Accomplish the form] B --> C[Submit Form] C --> D{Accepted?} D -- NO --> B D -- YES --> E[Claim - End of flow] </pre>	Students and OBTO staff	15 mins	1. Proceed to OBTO and secure form SFM-044B-00
			2. Accomplish update forms list of document to be register
			3. Submit updated checklist with original document for verification YES – Accepted NO – repeat step 2 and 3
			4. Wait until your name will call and claim your document

Prepared By:

OBT Supervisor