

**APPENDIX C: QUALITY MANAGEMENT SYSTEM FOR INTERNAL TRAINING****Agreement between the Ship Owner and MINTRA**

The **Ship Owner** hereby enters into agreement with **Mintra AS (Mintra)** – for decentralised training

***The training programme has been approved by the Norwegian Maritime Authority and this will be clearly stated on the certificate issued upon completion.***

This training programme consists of two elements, an e-learning course that trainees complete with personal user accounts in Mintra, and a training package carried out on board.

To complete the training programme, the trainee will need internet access for the e-learning course and the on board instructor will need access to e-mail, a scanner/printer and a camera for photographing trainees.

The **Ship Owner** appoints on board instructors to conduct training assessment in accordance with the checklist and guidance issued by **Mintra**. In order to be eligible as an instructor, one must be able to document completed training as Onboard Assessor in accordance with STCW Regulation I/6 and Section A-I/6 (Training and Assessment) or hold a Deck Officer Class 1, Master Mariner Certificate of Competency, STCW Regulation II/2. As documentation, **Mintra** requests a copy of the relevant certificate are being submitted.

**Mintra** issues checklists for on board training with guidance on how each item in the list should be addressed. Completed checklists must be signed by the Captain and or a qualified Assessor and sent to **Mintra** along with a photograph of the trainee. **Mintra** may refuse checklists if there is doubt about documentation or signature.

When the e-learning courses and checklist have been satisfactorily completed, **Mintra** will issue a numbered STCW-approved certificate with a photograph of the trainee. This certificate will be sent to the trainee with a copy to the **Ship Owner** by e-mail.

For Norwegian trainees or trainees with a Norwegian D-number, **Mintra** will report directly to the Norwegian Maritime Authority, and will receive a unique document number for record keeping.

For non-Norwegian trainees, the **Ship Owner** have to give inform to the Norwegian Maritime Authority of the certificate issued to ensure the certificate is registered correctly at the Norwegian Maritime Authority..

The certificate is the property of the trainee, the **Ship Owner** may archive copies in its HR system.

**Mintra** maintains records of issued certificates.

For Ship Owner

For Mintra AS

Signature  
Date/place

Signature  
Date/place