

Guidelines for applications for approval as providers of tests for yachtsmen and issue of certificates for yachtsmen

The following is an extract from the quality standard mentioned in section 12(4)(iii), which will be of relevance to the yachting area when establishing a quality management system:

1. General provisions

1.2 Application

The requirement for a quality system applies to all holding of tests for yachtsmen required by the Danish Maritime Authority. In order to be able to offer these tests, the provider is required to have established a quality system that complies with this standard.

Approval according to this standard entitles the holder to furnish course certificates, writing paper, course catalogues, etc. with the following endorsement:

»Certified by Danish Maritime Authority in accordance with DMA's standard for quality management of pleasure craft examinations«.

»Godkendt i henhold til Søfartsstyrelsens standard for kvalitetsstyring af fritidssejlerprøver«.

The Danish Maritime Authority keeps a register of providers approved in accordance with the order on tests and certificates for yachtsmen.

3. Responsibility and organisation

3.1 General provisions

The responsibility, powers and interconnection of all personnel managing, performing and verifying work that influences the quality of the tests must be defined and documented.

Typically, it is possible to document the responsibility and powers of the personnel by means of job descriptions.

3.2 Quality coordinator

The management must appoint a person who is – without any consideration of other tasks – to have defined powers to:

- build up, implement and maintain the quality system; and
- report to the management/board with a view to evaluating and improving the quality system.

5. The quality system

5.1 General provisions

The management is responsible for establishing, documenting, implementing and maintaining a quality system that ensures and documents that the goals and purposes of the training programme are met within the given regulations and guidelines.

5.2 Design of the quality system

It must be described how the requirements for the quality system are met, including quality goal and policy as well as a description of the organisation and the responsibility.

A number of procedures must be available that are in accordance with these guidelines and the management's goals and policy in connection with tests for yachtsmen.

The procedures can be divided into the following parts:

- 1) Purpose. Brief description of the background and purpose of the procedure.
- 2) Application/scope. Where, when and to whom does the procedure apply?
- 3) Definitions. Abbreviations and concepts that require a clarifying explanation.
- 4) Basis, references and annexes. References to national/international provisions, other procedures, annexes, etc.
- 5) Recordings.
- 6) Procedure.
- 7) Responsibilities.

7. Process management (instructions and procedures)

7.1 General provisions

All processes that directly affect the quality of the holding of tests must be identified and planned. It must be ensured and documented that these procedures are carried out under managed conditions.

7.2 Procedures

In order to ensure and document that the purposes and goals of the holding of tests are met, procedures must be available for:

- the planning of the holding of the tests;
- evaluation; and
- marking.

In addition, procedures must be available for the following activities:

- approval and choice of external examiners;
- procedures for the use of equipment (safety, etc.);
- document and data management;
- updating of test descriptions;
- relevant safety procedures (in connection with practical tests);
- internal audits and/or relevant quality assessments;
- reporting and management of deviations and proposals for improvements;
- corrective and preventive actions;
- recording, certification and the issue of certificates;
- quality requirements for the personnel.