

Quality management system - Para 16 Safety Organization e-Learning course

Table of Contents

Quality management system - Para 16 Safety Organization	1
e-Learning course	1
Document control	3
1. General.....	4
1.1 Background	4
1.2 Application	4
2. Quality objective and policy	4
2.1 Objective of e-Learning course	4
2.2 Goal of e-Learning course	4
2.3 Structure of e-Learning course	5
3. Responsibility and organisation.....	6
3.1 General.....	6
3.2 Quality coordinator	7
4. Evaluation	7
4.1 SEA HEALTH & WELFARE Management evaluation	7
4.2 e-Learning course participant evaluation	7
5. Quality management system for e-Learning course.....	8
5.1 General.....	8
5.2 Structure of the quality management system	8
6. Document and data management	9
6.1 General.....	9
6.2 Procedure.....	9
7. Process control (instructions and procedures).....	9
7.1 General.....	9
7.2 Procedures	9
8. Internal Audits.....	9
8.1 General.....	9
9. Reporting and management of non-conformities or proposals for improvements.....	10
9.1 General.....	10
9.2 Reporting.....	10
10. Corrective and preventive actions	10
10.1 General.....	10
10.2 Procedure.....	10
11. Management of recordings and certification.....	10
11.1 General.....	10
11.2 Completion of e-Learning course.....	11
11.3 e-Learning course certification	11
11.3.1 Responsibility	11
11.3.2 Certification process	11
11.3.3 Documents to be sent for verification and approval	11
11.3.4 Documents verification and approval.....	12
11.3.5 Issuance of certificate(s)	12
12. Danish Maritime Authority's quality audits.....	12
12.1 General.....	12
12.2 Follow-up	12
13. Training of employees.....	12
13.1 General.....	12
13.2 Procedure.....	13
14. Safety and the environment	13

14.1 General.....	13
Appendix 1	14
Procedure for Para 16 Safety Organization e-Learning course document verification and approval	14
Appendix 2	15
e-Learning course document checklist for OneOcean	15
Appendix 3	16
e-Learning assessment and approval status	16
Appendix 4	17
Standardized wording	17
Appendix 5	18
Internal Audit of OneOcean.....	18
Internal Audit of SEA HEALTH & WELFARE	18
Appendix 6	19
Sample – e-Learning Course Documentation Check List	19
Appendix 7	20
Roles and responsibility	20
Appendix 8	21
OneOcean - DNV for Certification of Maritime Training.....	21
Appendix 9	23
Sample – e-Learning course certificate.....	23

Document control**Document Status**

Document name	Document no.	Date	Author
QMS-Para16	DOC001	01/05/2018	VM
e-Learning project	DOC002	13/09/2016	ALR/SBO
Course plan and learning goals briefs	DOC003	31/03/2017	ALR/SBO
Final handouts	DOC004	31/05/2018	ALR/SBO
QMS- Para 16	DOC001 Rev. 2	10/11/2022	ALR/TMA
QMS- Para 16	DOC001 Rev. 3	11/03/2026	RJT

Changes in the document

Document no.	Paragraph no.	Description	Date	Author
DOC001	Whole doc.	Consequential corrections, new Head of Department	10/12/2019	TMA
DOC001	13.1	Qualifications for instructors	10/12/2019	TMA
DOC001 Rev. 2	Whole doc.	<ol style="list-style-type: none"> 1. Seagull changed to Ocean Technologies Group. 2. New Order: Changed from Legislation from 2009 to new Legislation from 2021. 	10/11/2022	TMA
DOC001 Rev. 3	Whole document	<p>1.1: Course no longer sold per ship. Only to individuals.</p> <p>10.2: Corrective actions... reviewed by "Responsible persons" changed to "Quality coordinator"</p> <p>4.2/9.2/Appendix 5.2: Email adresse changed from "info@shw.dk" to "Sales@shw.dk"</p> <p>Appendix 5.1: Internal Audit carried out by quality coordinator.</p> <p>Appendix 7: Responsible persons list updated.</p> <p>Ocean Technologies changed to OneOcean.</p> <p>OneOcean DNV certificate updated</p> <p>OneOcean Course template updated.</p>	11/03/2026	RJT

1. General

1.1 Background

To be part of the onboard Safety Organisation, either as a safety representative or supervisor, individuals shall have a Para 16 education. This education may also be provided in the form of an approved e-Learning course. This e-Learning course will be provided by SEA HEALTH & WELFARE. The e-Learning course will be conducted on an electronic platform provided by OneOcean, which is designed, approved, improved, adjusted and assessed on an ongoing dynamic process for quality by SEA HEALTH & WELFARE.

To achieve this quality process, SEA HEALTH & WELFARE, in close cooperation with its certified employees and OneOcean is duly responsible for the planning, implementation and evaluation of the e-Learning course. As part of which, this quality management system document is a tool intended to ensure this e-Learning course is focused and planned and is always evaluated with a view to improvements.

This quality process complies with regulation I/8 as well as section A-I/8, Quality Standards, of the STCW Convention (as amended), that maritime training shall be carried out in accordance with a quality system.

The e-Learning course consists of 14 modules, a combination of theoretical learning and practical exercises in dialogue with the master, appointed supervisor, elected safety representative and crew on board. The e-Learning course will be available for purchase for individual employees in all shipping companies. The course fee includes issue of a certificate in accordance with Danish legislation¹.

1.2 Application

The requirement for a quality management system applies to this e-Learning course, which pursuant to the Act on maritime training programmes, is laid down by the Danish Maritime Authority. SEA HEALTH & WELFARE will establish a quality management system complying with this standard, which will be presented to the Danish Maritime Authority for review and approval.

2. Quality objective and policy

2.1 Objective of e-Learning course

The objective of this e-Learning course is to give seafarer's necessary training and knowledge required to carry out their duties as a member of the safety organization in cooperation with others to promote a safe and healthy working environment on board ships.

2.2 Goal of e-Learning course

The goal of the e-Learning course is to ensure that participants achieve a holistic understanding of occupational health and safety and acquire skills to collaborate with other

¹ Order no. 795 - *occupational health training for members of the safety group in merchant ships and on occupational health teacher training*, of 22 June 2017 issued by the Danish Maritime Authority
Bekendtgørelse nr 795 af 22/06/2017 om uddannelse i arbejdsmiljø for medlemmer af sikkerhedsorganisationen i handelsskibe og om uddannelse til arbejdsmiljøunderviser.

crew members on board to promote and continuously improve health, safety and well-being. This includes helping to prevent and solve challenges related to occupational health, safety and well-being conditions on-board.

The goal is also to ensure that the ship and crew on board through these practical exercises, which can be linked to their local conditions, gain a rewarding experience by contributing to continuously improving occupational health and safety on board.

2.3 Structure of e-Learning course

The e-Learning course consists of 14 modules, a combination of theoretical learning and practical exercises in dialogue with the onboard crew.

The e-Learning course is conducted as an education of an appropriate duration on board the respective ship. The entire education must be completed within three months.

The e-Learning course, as a minimum, contains the following subjects:

- 1) Understanding of the most important occupational health effects on passenger and cargo ships, including the most important work-related diseases and occupational accidents.
- 2) General knowledge about how occupational health can form part of safety management systems, including procedures for securing on-board health and safety.
- 3) Knowledge about the most important tasks performed by the safety organisation.
- 4) Performance of tasks in the safety organisation, including consultancy in connection with the solving of occupational health problems to prevent and handle occupational health related conflicts.
- 5) Retrieval of information from acts, provisions and material from relevant occupational health specialists, including knowledge about national as well as international regulations in the occupational health area.
- 6) Cooperation at all operational levels to ensure occupational health on-board.

Module 1 of the e-Learning course is for the Master, to promote an election of the safety representatives, build up the safety committee on board and setup the frame for the e-Learning and practical assignments.

The remaining 13 modules are for the participants, which must be completed. The participant must complete each module and relevant practical exercises. All tasks must be recorded and verified by the Assessor (Master or designated training officer) on board the ship.

On completion of the e-Learning course participants undergo an assessment to ascertain whether they have acquired the knowledge, competences and/or skills laid down in the objectives and goals of the education.

The teaching method of e-Learning course is conducted on the basis for knowledge sharing and discussion among crew members on board. Participants are encouraged into active learning using different teaching techniques.

This may be in the form of, but not limited to:

- Walk and talk
- Debate and sparring
- Film
- Exercises
- Tutorial
- Proactive work
- Reflection
- Drag and drop
- Knowledge Sharing
- Hands on or practical exercise
- Multiple choice questions

The following learning materials are available for participants to use for this course, but not limited to -

- e-Learning course modules
- Module 14 – Library
- SEA HEALTH & WELFARE products list (available in the library – refer to DOC004)

Emphasis is placed during development and implementation of this e-Learning, that this education gives participants a basis to solve challenges related to occupation health and safety rather than just give them concrete knowledge about certain topics, for example, Chemical substances and materials, ergonomics and vibration, psychological work environment, etc.

3. Responsibility and organisation

3.1 General

The managing director of SEA HEALTH & WELFARE is responsible for the development, content, implementation, maintenance and continuous improvement of the e-Learning course. The managing director of SEA HEALTH & WELFARE may delegate tasks to employees at SEA HEALTH & WELFARE duly approved by the Danish Maritime Authority to the development, content, implementation, maintenance and continuous improvement of this e-Learning course

See [Appendix 7](#) for names of employees who are currently approved as “educated teachers in occupational health and safety” by the Danish Maritime Authority.

SEA HEALTH & WELFARE has assigned OneOcean to develop, implement and make available for all users the Para 16 Safety Organisation e-Learning course on an electronic platform provided by OneOcean.

OneOcean is a certified provider of competence management solutions and e-learning material for seafarers duly approved by various flag states. OneOcean has a management system duly audited and certified by DNV for Certification of Maritime Training. (See certification in [Appendix 8](#)).

3.2 Quality coordinator

The managing director of SEA HEALTH & WELFARE is overall responsible of the quality management system. The managing director designates a Quality Coordinator. The managing director will introduce and inform the designated employees about the frameworks and content of this quality management system to be able to assume responsibility and carry out tasks.

The Quality Coordinator reports to the managing director of SEA HEALTH & WELFARE and is responsible for the development, content, implementation, maintenance and continuous improvement of the quality management system. The Quality Coordinator is also responsible for the annual internal audits.

See [Appendix 7](#) for the name of quality coordinator designated by the managing director.

4. Evaluation

4.1 SEA HEALTH & WELFARE Management evaluation

The managing director SEA HEALTH & WELFARE shall, on an ongoing basis, evaluate the quality management system and assess its efficiency to ensure its suitability to comply with the objective and policy. The quality management system shall be evaluated at least once a year after the annual internal audit as per [Section 8](#).

The evaluation of the quality management system should as a minimum cover the following areas:

- non-conformities;
- proposals for improvements;
- up-dates of the quality management system in consideration of new acts, regulations, orders, relevant publications, contact with the industry, etc.;
- internal and external audit reports;
- external evaluation reports;
- recordings concerning the student's questions to the e-Learning course or occupational health, safety and well-being;
- evaluations from participants of the e-Learning course and SEA HEALTH & WELFARE employees with documented follow-up;
- random review of e-Learning assessment results;
- quality measurements, including quality index;
- overall assessments whether the educational objectives are met;
- overall assessments of compliance with quality objectives and policies;

As a part of the evaluation, the managing director SEA HEALTH & WELFARE shall implement the necessary measures with the purpose of continuously developing and improving the e-Learning course. The agenda and minutes of this SEA HEALTH & WELFARE management evaluation shall be documented.

4.2 e-Learning course participant evaluation

It shall be evaluated on an ongoing basis whether the participant acquires the knowledge, the competencies and/or skills that are given in the structure of the e-Learning course drawn up in

accordance with the objectives and goals of the education. This is carried out on board through practical assessments and the final assessment.

To evaluate the quality of the e-Learning course, each participant is required to complete an evaluation form at the end of the course. The Assessor (Master or a designated training officer) and/or participants can also communicate general questions and feedback to the e-Learning course via sales@shw.dk, which is monitored by the Quality Coordinator. This information is provided to participants within the e-Learning course.

An ongoing evaluation shall be made by managing director SEA HEALTH & WELFARE based on, for example:

- e-Learning assessment answers;
- evaluation form received from the participants;
- individual module evaluation received from the participant;
- general questions and feedback received from the assessor (Master or a designated training officer) and participant via sales@shw.dk.

All evaluations received in above mentioned formats shall be documented and reviewed during the SEA HEALTH & WELFARE management evaluation ([Section 4.1](#))

5. Quality management system for e-Learning course

5.1 General

The purpose of this quality management system is to ensure that SEA HEALTH & WELFARE documents, implements and maintains a quality system that ensures the Para 16 Safety Organisation e-Learning course develops content, implements, maintains and continuously improves within the national regulations and guidelines.

The managing director SEA HEALTH & WELFARE is responsible for establishing, documenting, implementing and maintaining this quality management system ensuring and documenting that the objectives and goals of the education are met within the given national regulations and guidelines.

5.2 Structure of the quality management system

This document referred to as “**Quality management system - Para 16 Safety Organization e-Learning course**” will be used to implement and maintain the quality of e-Learning course in accordance with Danish legislation², as amended.

The managing director SEA HEALTH & WELFARE is responsible for implementing relevant regulatory changes to this quality managing system.

This is met by (but not limited to):

- Subscription to Thomson Working Environment, ABF
- Danish Maritime Authority's news and website

² Order no. 1075 *approval and quality assurance, etc. of maritime training programmes* - of 1 June 2021, issued by the Danish Maritime Authority. Bekendtgørelse nr. 1075 af 1. juni 2021 om godkendelse og kvalitetssikring m.v. af maritime uddannelser

6. Document and data management

6.1 General

SEA HEALTH & WELFARE shall have documented procedures for managing all the documents of importance to the quality of the e-Learning course. An overview indicating the revision numbers and date to establish the valid version of the quality documentation shall be established.

6.2 Procedure

The Section - Document control, of this document provides an overview indicating the revision numbers and date to establish the valid version of all the documents of importance to the quality of the e-Learning course.

The managing director SEA HEALTH & WELFARE shall ensure the following:

- the quality documentation has been unambiguously approved;
- all relevant documents of importance to the training programme are updated and maintained;
- relevant versions of the documents are available to all relevant persons; and
- invalid and/or outdated documents are removed or clearly marked.

7. Process control (instructions and procedures)

7.1 General

All processes directly affecting the quality of the e-Learning course shall be identified and planned. It shall be ensured and documented that these processes are carried out under managed conditions.

7.2 Procedures

To ensure and document that the objectives and goals of the e-Learning course are met, quality checks through evaluation and auditing process are carried out. These are further described under Sections 4, 8, 9, 10 and 11.

8. Internal Audits

8.1 General

Internal Audits are carried out to verify that the e-Learning education meets the course quality objective and policy. Thus, ensuring the quality management system is functional and effective in accordance with Danish legislation³. Internal audits are carried out on an annual basis prior to the SEA HEALTH & WELFARE management evaluation ([Section 4.1](#)).

Both, SEA HEALTH & WELFARE and OneOcean will be subjected to this internal audit, procedure for which is laid down in [Appendix 5](#).

The internal audit shall, among other things, verify:

- that the quality management system has been implemented;

³ Order no. 1075 - approval and quality assurance, etc. of maritime training programmes of issued by the Danish Maritime Authority

- that the education quality objectives and policies are followed;
- that follow-ups and corrections are made in accordance with the non-conformities identified, proposals for improvements, evaluations, new regulations and guidelines, etc.

The managing director SEA HEALTH & WELFARE shall be responsible for corrective actions and follow-ups on defects identified during audits are carried out within the time stated.

9. Reporting and management of non-conformities or proposals for improvements

9.1 General

Documented procedures shall be established and maintained for reporting and management of non-conformities and/or proposals for improvements to the e-Learning course.

9.2 Reporting

Procedures for the same can be found under Sections 4 and 8 of this document. [Section 4](#) – Evaluation and [Section 8](#) – Internal Audits, will be the basis for improvements to the e-Learning course.

All SEA HEALTH & WELFARE employees as well as the assessor (Master or a designated training officer) and participants shall be able to report identified non-conformities and/or proposals for improvements to the quality coordinator at SEA HEALTH & WELFARE via sales@shw.dk. The quality coordinator shall be responsible for evaluating this information and inform the managing director SEA HEALTH & WELFARE about the reported non-conformity and/or proposals for improvements.

10. Corrective and preventive actions

10.1 General

Documented procedures shall be established and maintained for the implementation of corrective and preventive actions (such as procedures for improving and optimising the system).

10.2 Procedure

SEA HEALTH & WELFARE shall ensure the following, but not limited to:

- There is efficient consideration of feedback, proposals for improvement and complaints from participants, shipping companies, all employees and other stakeholders;
- Investigation of the reason(s) to the non-conformity(s) and recording its result(s);
- Corrective actions are implemented effectively; and
- All information about corrective and preventive actions are documents, shared and reviewed by the Quality Coordinator at SEA HEALTH & WELFARE

11. Management of recordings and certification

11.1 General

Documented procedures shall be established and maintained for identification, collection, recording, data access, filing, storage, etc. for all recordings concerning the e-Learning course and the quality system.

Procedures for recordings of evaluations reports, forms and audit reports can be found under Sections, 4, 8, 9 and 10.

11.2 Completion of e-Learning course

The e-Learning course is completed when all below requirements are met by the participant(s):

- All course modules and practical exercises have been completed;
- e-Learning assessment completed (See [Appendix 3](#) for more details on e-learning assessment) and;
- The Assessor (Master or a designated training officer) on board has verified all the practical assignments and signed the planning sheet under Module 1.

11.3 e-Learning course certification

11.3.1 Responsibility

SEA HEALTH & WELFARE is responsible for the issuance of certificates to participants who have successfully completed the e-Learning course and achieved a pass through the certification process.

OneOcean, on behalf of SEA HEALTH & WELFARE is responsible for the management of certification process (see [Section 11.3.2](#)). OneOcean, will be duly audited by SEA HEALTH & WELFARE on a periodic basis to ensure this process is functional and effective in accordance with the quality management system. The managing director of SEA HEALTH & WELFARE is responsible for the auditing process in accordance to [Section 8](#) of this document.

11.3.2 Certification process

The certification process consists of three stages –

1. Submission of documents by the participant/Assessor - refer [Section 11.3.3](#)
2. Documentation verification and approval - refer [Section 11.3.4](#)
3. Issuance of certificate(s) – refer [Section 11.3.5](#)

11.3.3 Documents to be sent for verification and approval

The following documents must be sent for verification and approval:

- Identification (ID) of participant – copy of discharge book, passport etc. (name and date of birth)
- Identification (ID) of Assessor (Master or Designated training officer) who is signing the documents.
- Planning sheet from Module 1, duly completed.
- e-Learning assessment report.
- e-Learning evaluation form.

All documentation must be signed and verified by the Assessor (Master or Designated training officer) and marked with the vessel`s stamp.

The documentation shall be sent as one PDF attachment to OneOcean to the following email: courses@oceantg.com The subject in the email must be, "Para 16 e-Learning Course – (participant name)".

Application received is distributed to OneOcean and filed electronically. An email confirmation is sent back to vessel and/or customer that application is received.

11.3.4 Documents verification and approval

[Appendix 1](#) describes the verification and approval process of the received documents.

Note:

- Incomplete documentation/not passing verification will be shredded and a complete new set must be sent by the participant.

11.3.5 Issuance of certificate(s)

Upon verification and approval of completed documentation and the participant has achieved an "Approved" status (See [Appendix 3](#) for approval statuses), OneOcean will generate a Documentary Evidence. Participants details are recorded in the course database, documentary evidence issued and sent to the shipping company. The documentary evidence will be processed within 8 working days upon completion of verification and approval process.

The documentary evidence will bear the signature of the managing director of SEA HEALTH & WELFARE and a QR code confirming their authenticity.

The documentary evidence is scanned and uploaded in the shipping company's database. The invoice will be distributed together with the documentary evidence as per shipping company's contract.

12. Danish Maritime Authority's quality audits

12.1 General

The Danish Maritime Authority shall approve and verify, through audits based on SEA HEALTH & WELFARE's quality management system, that the e-Learning course is carried out in accordance with the objectives and goals as well as other provisions laid down for the relevant education programme.

12.2 Follow-up

Based on the Danish Maritime Authority's audit report, managing director SEA HEALTH & WELFARE shall evaluate the recommendations and carry out corrective actions for non-conformities identified at audits within the time-limits agreed. Audit reports and corrective actions shall be documented.

13. Training of employees

13.1 General

SEA HEALTH & WELFARE shall ensure that employees involved in the development, content, implementation, maintenance and continuous improvement of the e-Learning course are duly qualified for these tasks.

Employees are evaluated and appointed continuously, by the managing director of SEA HEALTH & WELFARE, based on their qualifications as occupational health and safety consultants at SEA HEALTH & WELFARE.

13.2 Procedure

The managing director of SEA HEALTH & WELFARE shall delegate tasks associated to the development, content, implementation, maintenance and continuous improvement of this e-Learning course to qualified employees at SEA HEALTH & WELFARE, duly approved as “educated teachers in occupational health and safety” by the Danish Maritime Authority

See [Appendix 7](#) for names of employees who are currently approved as “educated teachers in occupational health and safety” by the Danish Maritime Authority.

14.Safety and the environment

14.1 General

In this section, we refer to data security of e-Learning course participants. All applications are handled and stored in a secure web-browser and data servers respectively, which complies with relevant European Union Data protection regulation and information security management standard ISO 27001, as amended.

SEA HEALTH & WELFARE’s IT & Telecommunications Policy provides the overall framework for the usage of information technology and telecommunications. With this policy, SEA HEALTH & WELFARE demonstrates its professional management of IT & Telecommunications and security of data management, which is fundamental for daily operations and viewed as a stable and reliable service partner.

Appendix 1

Procedure for Para 16 Safety Organization e-Learning course document verification and approval

1.1 As part of the certification process outlined in [Section 11.3.2](#), document verification and approval are a vital part. The overall responsibility of which is of SEA HEALTH & WELFARE.

1.2 SEA HEALTH & WELFARE will ensure that all Para 16 Safety Organization e-Learning course documents are verified and approved by qualified course-coordinators at OneOcean . It is important that OneOcean is following the same procedure when assessing the Para 16 Safety Organization e-Learning course.

1.3 All applications shall be verified and approved based on following criteria's:

- Documentation received as per e-Learning course document check list – [Appendix 2](#)
- All answers to e-Learning assessment are completed and with a minimum score of 60%

1.4 All applications are handled in a secure web-browser. When verification is completed, the application should include:

- Status of the application
- Comment(s) if necessary

1.5 Questions regarding assessment should be directed to managing director SEA HEALTH & WELFARE.

Appendix 2

e-Learning course document checklist for OneOcean

2.1 All Para 16 Safety Organization e-Learning course consist of a Document Checklist (See [Appendix 6](#)). All items in the document checklist must be checked by OneOcean. All items must be verified in-order for the application to be approved. Below checks are carried out by OneOcean to carry out this verification.

(If not, it will either be conditionally approved or not approved. See approval status under [Appendix 3](#))

2.2 e-Learning course document checklist for Ocean Technologies Group :

No	Item	Comment
1	Identification (ID) of participant - passport or discharge book confirming the full name and date of birth.	<ul style="list-style-type: none"> ID should be readable
2	Identification (ID) of the Assessor (Master or Designated training officer) who is signing the checklist.	<ul style="list-style-type: none"> ID should be readable Participant and Assessor cannot be the same person. If the Master or Designated training officer is the participant, SEA HEALTH & WELFARE accepts one of the other senior officers to act as the assessor.
3	Signed planning sheet from Module 1 (with ships stamp).	<ul style="list-style-type: none"> The planning sheet must be signed by the Assessor and have ships stamp
4	e-Learning assessment report	<ul style="list-style-type: none"> The final assessment and achieve a test score of at least 60%.
5	e-Learning evaluation form	<ul style="list-style-type: none"> Check if completed

Appendix 3

e-Learning assessment and approval status

3.1 Describe the assessment process

3.2 There are 3 approval statuses: Approved, Conditionally Approved and Not Approved.

Approved	Requirements and documents are acceptable. For e.g. - <ul style="list-style-type: none"> • All documents in accordance with Document checklist • Score more than 60%
Conditionally Approved	Requirements and documents are partly acceptable. For e.g. - <ul style="list-style-type: none"> • Missing one or more document. • All pages must be signed and stamped (also IDs)
Not Approved	Requirements and documents are not acceptable. For e.g.- <ul style="list-style-type: none"> • Overall score is below 60% • Unreadable application

Appendix 4

Standardized wording

4.1 The following text templates should be used when applications are conditionally approved or not approved:

4.2 Conditionally approved:

- Participants are not allowed to be assessor on their own training. If the master is the participant, OneOcean accepts one of the other senior officers on board to act as the assessor. Please send copy of assessor ID.
- Please submit [...]
- All pages need to be signed by the assessor and stamped with the ship's stamp.
- The attached record summary is not accepted as assessment result documentation. Please send report generated from the CBT system.
- Screen shots are not accepted as assessment result report documentation. Please send assessment result report generated from the CBT system.

4.3 Not approved:

- Identical to the training received from [...]
- Too low score on assessment result
- The exercise answers are not readable. Please resend.

Appendix 5

Internal Audit of OneOcean

5.1 Annual Internal audit is carried out on behalf of the managing director of SEA HEALTH & WELFARE by the Quality Coordinator of SEA HEALTH & WELFARE.

5.2 The following items must be evaluated during the internal audit -

- Review of last OneOcean internal audit report conducted by SEA HEALTH & WELFARE;
- Review of corrective actions taken by OneOcean since last internal audit by SEAHELTH;
- Check for deviations from certification process, refer to [Section 11.3.2](#), as laid down in the quality management systems;
- Random sampling of approved participant's assessment result report;
- Review of suggestions (as applicable) for improvements to the e-Learning platform;
- Review of participants e-Leaning course evaluation reports;
- Review of last OneOcean own internal and external (DNV GL) audit reports,
- IT Security Policies for OneOcean, on certification process, refer to [Section 14](#) of this document.

Internal Audit of SEA HEALTH & WELFARE

5.3 Annual Internal audit is carried out by the managing director SEA HEALTH & WELFARE.

5.4 The following items must be evaluated during the internal audit -

- Review of last OneOcean internal audit report conducted by SEA HEALTH & WELFARE;
- Review of corrective actions taken by OneOcean since last internal audit by SEAHELTH;
- Random sampling of approved participant's assessment result report;
- Review of participants e-Leaning course evaluation reports and feedback from sales@shw.dk;
- Overall assessment of whether e-Learning course education objectives are met;
- Overall assessments of e-Learning course quality objectives and policies are met;
- Updates to the course, considering new laws, regulations, notices, guidelines, information from industry, etc.,

Appendix 6

Sample – e-Learning Course Documentation Check List

The following documents, duly completed, must be submitted to OneOcean for verification and approval **before** OneOcean can issue a Documentary Evidence.

- Candidate detail page completed confirming candidate's full name, date of birth, address and nationality, ship's name, invoicing address etc.
- Copy of ID of person who is signing the checklist (Master* or Assessor)
- Copy of candidate's passport or discharge book confirming the full name and date of birth
- Copy of detailed CBT report from assessment module 4062.16
- Signed planning sheet from Module 1
- Documentation checklist completed (1.8) and signed by candidate
- Verification checklist (1.10) read and signed by Master/Assessor
- All submitted pages signed and verified by Master or Assessor onboard and marked with ship's stamp.

I hereby declare that this is my own work and effort and that all is done according to procedure:

Date

Candidate signature

*If the Master is the participant, another Senior Officer must be responsible to ensure that the e-Learning has been completed according to course procedures.

IMPORTANT NOTE:

IF ANY OF THESE DOCUMENTS ARE MISSING, NOT READABLE OR OTHERWISE NOT COMPLETE, COURSE VERIFICATION AND APPROVAL OF THE CERTIFICATE OF COMPLETION CANNOT BE EXECUTED BY ONEOCEAN TRAINING DEPARTMENT AND DELAYS WILL BE EXPERIENCED. INCOMPLETE DOCUMENTATION/NOT PASSING VERIFICATION WILL BE SHREDDED AND A COMPLETE NEW SET MUST BE SENT TO ONEOCEAN.

Appendix 7

Roles and responsibility

The following employees are currently approved as “educated teachers in occupational health and safety” by the Danish Maritime Authority –

Title	Name	Approved by (name of person(s) at the DMA)	Date
Head of Department	Torsten Mathias Augustsen		

The following employees are responsible with reference to [Section 3](#) of this document –

Title	Name	Responsibility	Date
Managing Director	Rene Andersen	Managing Director	11-03-2026
Consultant	Rolf Johan Trap	Quality Coordinator	11-03-2026
Head of Department	Torsten Mathias Augustsen	Designated person in-charge by Managing Director	11-03-2026

Appendix 8

OneOcean - DNV for Certification of Maritime Training



MANAGEMENT SYSTEM CERTIFICATE

Certificate no.:
nNCAJ0001511-dqm
DNV ID no.:
178986
Date of issue:
2025-11-17

Particulars of organisation

Name: Ocean Technologies Group Norway AS
Address: Kjelleveien 21
3125 Tønsberg
NORWAY

Branch offices, if applicable

Name	Address
OCEAN TG UK LTD	71 Fenchurch Street, London, EC3M 4BS

This is to certify:

that the management system of the organisation has been audited and that it complies with the requirements of:

DNV-ST-0029 Maritime training providers

Areas of Activity/Capacity of Training Provider:

- Maritime Training Centre
 Maritime Simulator Centre
 Maritime Academy
 Offshore Training Centre
 Offshore Simulator Centre

This Certificate is valid until **2028-09-04**, subject to annual verification.

Completion date of audit on which this Certificate is based: **2023-08-16**

Issued at **Kjelleveien 21, 3125 Tønsberg, NORWAY** on **2025-11-17**



for DNV

*This document is signed electronically in accordance with IMO
FAL.5/Circ.39/Rev.2. Validation and authentication can be obtained from
trust.dnv.com by using the Unique Tracking Number (UTN):*
nNCAJ0001511-dqm and ID: 178986

Mohammad Rezaei
Auditor

LEGAL DISCLAIMER: Unless otherwise stated in the applicable contract with the holder of this document, or following from mandatory law, the liability of DNV AS, its parent companies and their subsidiaries as well as their officers, directors and employees ("DNV") arising from or in connection with the services rendered for the purpose of the issuance of this document or reliance thereon, whether in contract or in tort (including negligence), shall be limited to direct losses and under any circumstance be limited to 300,000 USD.

Form code: MTP 301

Revision: 2024-10

www.dnv.com

Page 1 of 2

UTN: nNCAJ0001511-dqm



Certificate no.: **nNCAJ0001511-dqm**
Date of issue: **2025-11-17**

Endorsement for annual audits

THIS IS TO CERTIFY:
that, at an annual audit as required by the Standard, the Management System was found to comply with the relevant requirements of the Standard.

First annual audit: Place: HORTEN and remote from UK, Norway Date: 2024-08-14



Signature: Line Øverland

Second annual audit: Place: Kjelleveien 21, 3125 Tønsberg, NORWAY, Norway Date: 2025-11-17



Signature: Mohammad Rezaei

Third annual audit: Place: _____ Date: _____

Signature: _____

Stamp

Fourth annual audit: Place: _____ Date: _____

Signature: _____

Stamp

Appendix 9

Sample – e-Learning course certificate

OCEAN
Technologies Group

Powered by



Documentary Evidence/Kursusbevis

Certificate of Training in Safety and Health (Section 16
course)/Bevis for uddannelse i arbejdsmiljø (§16 kursus)

Sample Certificate,

SID562242P / 166113

Date of birth: 09.09.1999
Nationality: United Kingdom (the)

**has successfully completed the e-learning course/
har med tilfredsstillende resultat gennemført e-learnings
kurset.**

Place of issue: Tonsberg, Norway
Date of issue: 15.07.2025

René Andersen/Sea Health & Welfare
Managing Director - Sea Health & Welfare

Tammy Martin
Training Compliance Manager

This course is provided by SEA HEALTH & WELFARE in cooperation with Ocean Technologies Group Norway AS.

This e-learning (Section 16 course) provided by SEA HEALTH & WELFARE, approved by the Danish Maritime Authority complies with the requirements on occupational health training for members of the safety group in merchant ships. Furthermore, it complies with the Guideline for implementing the occupational safety and health provisions of the Maritime Labour Convention, 2006 - (Maritime Occupational Safety and Health - MOSH) idette e-learnings arbejdsmiljøkursus (§16), der udbydes af SEA HEALTH & WELFARE, er godkendt af Sifartsstyrelsen og opfylder kravene i Bekendtgørelse om uddannelse i arbejdsmiljø for medlemmer af sikkerhedsorganisationen i handelskibe. Evidens opfylder kurset vejledning for gennemførelse af arbejdsmiljøbestemmelserne i Maritime Labour Convention, 2006 - (Maritime Occupational Safety and Health - MOSH).

In cooperation with:

SEA HEALTH & WELFARE



Ocean Technologies Group is certified
in accordance with DNV-ST-0029
- Maritime Training Providers

Ocean Technologies Group Norway AS, Kjellevveien 21,
N-3125 Tonsberg, Norway



Please scan the QR code to
verify this certificate



VERIFICATION OF TRAINING

Tammy Martin

ID: tammy.martin@oceanng.com

Occupational Health and Safety Training Course (Danish Flag)

Module ID: 6190

Date of birth: 7 July 1975
Date completed: 19 May 2025

ID	Module	Status	Date	Score
	Procedures and application form	Incomplete	-	-
	Documentation Checklist	Incomplete	-	-
4062.01	Safety committee members. Start-up for Master	Incomplete	-	-
4062.02	Safety committee members. Welcome (Safety representative)	Incomplete	-	-
4063.03	Safety committee members. Welcome (Supervisor or Master)	Incomplete	-	-
4062.04	Safety committee members. Health and safety in practice	Incomplete	-	-
4062.05	Safety committee members. What you do in the safety committee	Incomplete	-	-
4062.06	Safety committee members. Your new role	Incomplete	-	-
4062.07	Safety committee members. Prevention principles	Incomplete	-	-
4062.08	Safety committee members. Know the risks. Part 1	Incomplete	-	-
4062.09	Safety committee members. Know the risks. part 2	Incomplete	-	-
4062.10	Safety committee members. Near miss and accidents	Incomplete	-	-
4062.11	Safety committee members. Staying on top of regulations	Incomplete	-	-
4062.12	Safety committee members. Work together	Incomplete	-	-
4062.13	Safety committee members. Effective instruction	Incomplete	-	-
4062.14	Safety committee members. Improving the safety culture	Incomplete	-	-
4062.15	Safety committee members. Assessment Danish flag	Incomplete	-	-

learn.oceanng.com

Printed at site

19th May 2025

Date of printout

Signature

Signature is only required if the printout is intended as documentation to a third party or submitted to OTG for course certification purposes

YOUR NAME IN CAPITAL LETTERS

Report ID: ELGjK9Lby1