



DENETİM RAPORU / AUDIT REPORT

İş No : 9829

project no

Kuruluş : DOKUZ EYLÜL ÜNİVERSİTESİ DENİZCİLİK FAKÜLTESİ

organization

Adres (kapsamdaki tüm tesisler): **Tınaztepe Campus:** Adatape Mahallesi Doğu Caddesi No:207/O Tınaztepe
Address (all sites in the scope) Yerleşkesi Buca/İZMİR

Urla Unit: 342 Maraşal Fevzi Çakmak Caddesi İskele Mahallesi, Urla/İZMİR

Denetim Kriterleri/ : -STCW I/8, A I/8

Standart

Audit criteria,

reference standard

- STCW Koddaki Manila Değişiklikleri / *The Manila Amendments to the STCW Code*
- Gemiadamları ve Kılavuz Kaptanlar Yönetmeliği / *Seafarers and Marine Pilots Regulation*
- Telsiz Operatörleri Yeterlikleri ve Sınav Yönetmeliği / *Radio Operator Qualifications and Examination Regulation*
- Gemiadamları ve Kılavuz Kaptanlar Eğitim ve Sınav Yönergesi / *Seafarers and Maritime Pilots Training and Examination Guidelines*
- Kalite El Kitabı/*Quality Manual-02.10.2019*

Denetim tarihi : 01.11.2019

date of audit

Denetim türü : Bağımsız Değerlendirme /

type of audit Independent Evaluation

Denetim kapsamı

audit scope

: STCW kapsamında Gemiadamlarına yönelik eğitim, öğretim, sınav ve belgelendirme faaliyetleri / *training, teaching, examination and certification activities for seafarers in the scope of STCW*

Kuruluş Temsilcileri

Prof. Dr. D.Ali DEVECİ

Doc.Dr. Ali C. TÖZ

Diğer katılımcılar Ek-2'deki "Katılımcı Listesi"nde belirtilmektedir. / *The other participants are indicated at "Participant List" in Appendix-2.*

Pozisyonu

Fakülte Dekanı / *Dean of the Faculty*

Kalite Koordinatörü/ *Quality Coordinator*

Denetim Sonucu / Audit Result

Kalite Yönetim sistemi, denetim kriterleri/standartın temel isteklerini karşılamaktadır. Tespit edilen uygunsuzluklarla ilgili düzeltici faaliyet planlarının gerçekleştirilmesi uygun olacaktır. / *The quality management system meets the basic requirements of the audit criteria / standard. It will be appropriate to implement corrective action plans related to the identified nonconformities.*

	Ad Soyad / Name Surname	Pozisyonu / Role	İmza / Signature	Tarih / Date
Saha Denetim Ekibi / Site Audit Team	Mehmet AVCI	Baş Denetçi / Lead Auditor		01.11.2019
	Okan ÇETİN	Denetçi / Auditor		
	H.Uğur AYKAÇ	Denetçi / Auditor		
Değerlendirme Ekibi / Evaluation Team	H.Uğur AYKAÇ	Denetçi / Auditor		04.11.2019
	Okan ÇETİN	Denetçi / Auditor		
	Mehmet AVCI	Denetçi / Auditor		

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1. INTRODUCTION

1.1 Audit Objectives

To evaluate of the quality standards system of Turkish Administration on the maritime education, training and certification by sampling a private training institution by taken into account:

- Determination of compliance with the requirements of the STCW I/8 ve A I/8 of the management system, adequacy and effectiveness
- Assessment of the ability of the management system to meet the requirements of the establishment, applicable legal, regulatory
- Determination of its commitment to the policies and procedures of the institution
- Assessment of the effectiveness of the management system in reaching the establishment targets
- Determination of potential improvement areas of the management system when appropriate.

1.2 Audit Methodology

Audit team conducted a process based audit according the Audit Plan which is enclosed App.-1 by the scope of the standard requirements and documentation of management system. Audit aims have been achieved in the scope of audit. The audit has been conducted by a sampling of the examples.

The methods which applied in the audit are interviews, observing the activities, examining of documents and records.

2. Evaluation of system

The history of DOKUZ EYLÜL ÜNİVERSİTESİ DENİZCİLİK FAKÜLTESİ-DOKUZ EYLUL UNIVERSITY FACULTY OF MARITIME (hereinafter referred to as DEU-DF) dates back to the 'Department of Maritime Business Administration', which was established in 1988 with the aim of strengthening civilian navigation/seamanship in the City of Izmir, which is the biggest city of Turkey at the Aegean Sea coast region. School of Maritime Business and Management has become the member of International Association of Maritime Universities (IAMU) on 2000. The School has been transformed into "Maritime Faculty" with the publication in the Official Gazette dated 31.10.2009 numbered 2009/15486. Higher Education Council of Turkey has decided to transform the title of the Department of Nautical Science into "Department of Marine Transportation Engineering" on 2010.

2.1 Quality Management System (QMS) - Regulation I/8

DEU-DF had implemented a QMS based on the principles established by the ISO 9001:2015 standard.

The QMS was documented through a Quality Manual and Quality Procedures, including those for the control of documents and records, internal audit, the control of non-conforming activities and corrective activities. A quality policy, mission and vision statements were established and announced. However, Some of the Quality Policy posters around the campus and workspaces are not updated in accordance with the latest policy which was revised on 30.09.2019 (Non-conformity-1)

DEU-DF conducted internal audits of the Department of Maritime Transportation and Management Engineering and Department of Marine Transportation Engineering twice a year. Internal audit of Administrative Departments are conducted once a year. However, there is no objective evidence available that the Quality Coordination Division has been internally audited during 2019 (Non-conformity-2). The qualifications of the auditors involved in the last internal audits have been verified. Internal Audit Checklist is being used during the audits, however the audit checklist includes only control of the inventory of classroom equipments but do not include controls regarding quality management



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system requirements such as responsibilities and authorisations of administrative personnel of the faculty. (Non-conformity-3)

Management review meeting was held on 20.12.2018. Meeting agenda, minutes of the meeting and participant list is available for the last meeting.

There is a document control system implemented in the faculty. It is understood that the implementation of the document control system has been revised. However, the document control procedure (KP-0401) has not been revised to describe the revised processes such as; document issuing process or revision process of the quality documents. Furthermore, the internal announcement of the revised quality documents was not found effective; the revisions are not clearly mentioned (Non-conformity-4).

Corrective actions are taken for nonconformities. Corrective action records regarding nonconformities determined by the administration has been seen.

All training activities were planned and records were maintained through the internal information system and also through the Administration's software called GAEBS.

2.2 Programme and Course Design, Review and Approval - Regulations I/2, I/6, I/8, I/12 and I/15

The main references used for course design and review were the Training and Examination Directive, the IMO model courses and the Council of Higher Education requirements.

Following a change in the national or international regulatory framework, or a request from the industry, each Department could initiate the design or review of an educational programme or a training course. The Training Committee of the Department endorsed the new/revised curricula and syllabi before the Training Committee of the Dean Office approved them internally. Only for new courses or significant revisions was the package forwarded to the Academic Committee of the University Senate for final approval. In such cases, the Senato communicated the new/revised curricula to the Council of Higher Education (COHE) and, in the case of STCW related subjects, to the Directorate General for Maritime Affairs and Internal Waters Regulation (DGMAIWR) as well.

The DEU-DF completed the review of the educational programmes for deck and engineer officers, based on the amendments to the national standards established by the Seafarers and Maritime Pilots Training and Examination Guidelines. The amended national standards were compliant with the tables of competence in the STCW Code (including the Manila amendments).

2.3 Qualification and Training of Lecturers-Regulations I/6,I/8 and I/12

The qualifications required by the academic staff followed the internal regulations of the DEU-DF, which complied with the national provisions for higher education. The lecturers delivering STCW related subjects were certificated by the DGMAIWR.

Records of the academic and training qualifications and experience of staff were maintained.

2.4 Training Facilities - Regulations I/6, I/8 and I/12

The periodic maintenance and repair of the training facilities was done in- house.

In addition to standard classrooms, DEU-DF was equipped bridge simulator, engine room simulator, GMDSS simulator and cargo handling simulator. The facilities also included laboratories for navigation and chart work, hydraulics and pneumatics, electro-technics, electronics and control engineering and workshops for seamanship, main and auxiliary machinery operation and repair, metalwork and welding.



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The practical training for basic training, advanced fire-fighting and medical first aid was conducted on the faculty's URLA Unit.

2.5 Monitoring and Supervision of Training - Regulations I/6 and I/8

Each Department planned its educational activities at the beginning of the academic year. The lecturers delivered classes following the weekly timetables. The evaluation of lecturers' performance included feedback from students through an end-of-term survey.

The progress of students was monitored through continuous assessment and attendance at classes, laboratories, workshops and simulators. The lecturers were responsible for monitoring and registering attendance at classes. The information system operated by the DEU-DF kept records of students' attendance and generated an end-of-term attendance sheet for each of them.

2.6 Use of Simulators - Regulations I/8 and I/12

The lecturers designed and validated the exercises for simulators and used them according to the subject and the level of training to be delivered. Handouts were available to students, and briefing and debriefing sessions were conducted.

Statement of compliance documents of simulators issued by internationally recognized class organizations have been seen.

2.7 Examination - Regulations I/6, I/8 and I/12

The lecturers continuously assessed the courses included in the curricula through exams, assignments, and tests. The approved teaching plan for each subject taught included the evaluation system, with an end-of-term written exam in most cases. The lecturer was responsible for establishing the examination subjects and the marking scheme, running the exam and evaluating the students' examination papers.

The ancillary, refresher, updating and simulator-based training courses were assessed through tests and practical exercises.

The graduates had to complete the on-board training required for certification as officer after graduation. The DEU-DF appointed an Apprentice Commission responsible for evaluating the outcome of the on-board training, which included an evaluation of the Training Record Books (TRB) and an interview.

2.8 Admission of Students and Issue of Documentary Evidence - Regulations I/2 and I/8

Candidates applying for undergraduate programmes were required to have completed secondary education (12 th grade). Admission was offered to candidates based on their ranking in the national competition for admission to higher education. Before registering them as students, the DEU-DF required all candidates to present a valid medical certificate.

The DEU-DF issued degree diplomas to those successfully completing the Bachelor programme. All diplomas were registered with the COHE.

The courses are registered for the candidates who meet the requirements of education, maritime service, health and age limit specified in the Regulation on the applied curriculum. Health reports are validated for candidates who will be attend.

For those who have successfully completed the course, the certificate of completion is issued through GAEBs and certificates from the relevant Port Authority are given to the candidate.

The DEU-DF issued an 'On-board training completion letter' to graduates satisfactorily passing the on-board training assessment.



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2.9 Important records/documents examined in the audit

- Quality Policy-15.12.2002 – Last Revision-27.09.2019
- Job Descriptions-11.05.2015
- Quality Manual -15.12.2002 – Last Revision-27.09.2019
- Minutes of Management Review-28.12.2018
- 2018 Year Internal Audit Plan and Audit Records
- 2018 Year Quality Objectives, 2019 Year Quality Objectives
- Quality Procedures
- Training Logs (Ecdis training course, electrotechnical laboratory log, workshop and laboratory training exercise form)
- Statement of Compliances for simulators.
- Lecturer's Files

3. Nonconformities

Non-conformities raised during the audit are below:

1. A quality policy, mission and vision statements were established and announced. However, Some of the Quality Policy posters around the campus and workspaces are not updated in accordance with the latest policy which was revised on 30.09.2019.
2. DEU-DF conducted internal audits of the Department of Maritime Transportation and Management Engineering and Department of Marine Transportation Engineering twice a year. Internal audit of Administrative Departments are conducted once a year. However, there is no objective evidence available that the Quality Coordination Division has been internally audited during 2019.
3. Internal Audit Checklist is being used during the audits, however the audit checklist includes only control of the inventory of classroom equipments but do not include controls regarding quality management system requirements such as responsibilities and authorisations of administrative personnel of the faculty.
4. There is a document control system implemented in the faculty. It is understood that the implementation of the document control system has been revised. However, the document control procedure (KP-0401) has not been revised to describe the revised processes such as; document issuing process or revision process of the quality documents. Furthermore, the internal announcement of the revised quality documents was not found effective; the revisions are not clearly mentioned.

4. Observations

- It is declared that the responsibilities of the Quality Coordinator covers only the activities of the Department of Maritime Transportation and Management Engineering and the Department of Marine Transportation Engineering, however faculty has other departments within its organisation. It is advised to harmonise the responsibilities and authorities of Quality Coordinator.

5. Notes/ Other Comments

- The faculty has been successfully accredited by the Association for Evaluation and Accreditation of Engineering Programs (MÜDEK) for international recognition.



TÜRK LOYDU

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Appendixes:

1. Audit Program
2. Participant List

Distribution:

- DOKUZ EYLÜL ÜNİVERSİTESİ DENİZCİLİK FAKÜLTESİ
- DIRECTORATE GENERAL FOR MARITIME AFFAIRS AND INTERNAL WATERS REGULATION
- TÜRK LOYDU