



20 May, 2011

To Whom It May Concern:

Invitation to JSMQA Lifeboat & Launching Appliance Maintenance Engineering Training Course, September 2011

First of all, welcome to the website of “Japan Ship-machinery Quality Control Association”!

In order to cope with amendments to the regulations under the International Convention for the Safety of Life at Sea (SOLAS) against the prevailing worldwide trend of frequent (falling) accidents involving lifeboats, this Association continues to carry out the project, called:

“Lifeboat & Launching Appliance Maintenance Engineering Training Course”.

This training course is aimed at assisting those who are working, or are planning to work, in the field of maintenance, inspection and servicing of lifeboats/launching appliances, in order to become service engineers certified by Japanese manufacturers, according to MSC.1/Circ.1206/Rev.1(Measures to Prevent Accidents with Lifeboats), Annex 1(Guidelines for Periodic Servicing and Maintenance of Lifeboats, Launching Appliances and On-Load Release Gear) and MSC.1/Circ.1277(Interim Recommendation on Conditions for Authorization of Service Providers for Lifeboats, Launching Appliances and On-Load Release Gear).

For 2011, we plan to conduct our next Training Course in September, according to the information hereafter (See "Guideline for JSMQA Training Course, September 2011")

With the information provided we believe that you will understand the purpose and contents of the training course, and we hope to be welcoming large numbers of participants, who will be future service engineers certified by Japanese manufacturers.

This training course is especially prepared for participants from overseas companies; therefore, all lectures and training sessions will be given in English (partly via interpreters), with usage of English language textbooks.

Now, please study the information and procedures on the following pages carefully. You will see that our step-by-step approach makes everything really easy, from application to admission.

Sincerely,

Hiroshi Saito
Executive Director
Japan Ship-machinery Quality Control Association

Guideline for JSMQA Training Course, September 2011

1. Introduction

Since July 1st, 2006, lifeboats/launching appliances are subject to inspection, maintenance and servicing, limited to manufacturers' representatives and certified service engineers only.

Our Association is conducting the training course by request of relevant Japanese manufacturers: 5 lifeboat manufacturers and 3 launching appliance manufacturers.

These manufacturers will issue a "Certificate of Service Engineer", while only certified engineers will be allowed to provide maintenance services. In order to be able to participate in the course, participants need recommendations from the manufacturers.

The contents of the training course cover common items of all the manufacturers; therefore, participants must take all the subjects of the training course.

As lectures, technical training and a technical qualification test will be in English, all participants must have sufficient understanding of the English language!

Note: use of private interpreters cannot be accepted!

Remark: Further details regarding the above referenced Training Course contents and Technical Qualification Test can be found in Attachment 4: "Additional Information".

2. Term

12 September (Monday) – 16 September (Friday), 2011

12 September (Monday) – 15 September (Thursday): Lectures and Practical Training

16 September (Friday): Technical Qualification Test

- Registration at 8:30, start of training course at 9:00 on 12 September (Monday)

- End of training course at 17:30 on 16 September (Friday)

3. Venue

Tokyo University of Marine Science and Technology
Etchujima Campus (Etchujima Hall and other facilities)
2-1-6 Etchujima, Koto-ku, Tokyo, Japan
(URL: <http://www.kaiyodai.ac.jp>)

4. Maximum number of participants: 50 persons

- Applicants will be accepted on a first-come first-serve basis.
- The number of participants from one organization may be limited.

Note: When a member of lifeboat class participation applicant does not reach 30 people, the class is not held.

5. Qualification for participation

Only participants who meet all the following requirements may apply:

- (1) Minimum 3 years of experience in maintenance/service or manufacturing, related to lifeboats or launching appliances;
- (2) Presently working for a company currently engaged in maintenance/service or manufacturing, related to lifeboats or launching appliances (participants must be introduced by the applicant. The applicant must be the person in charge at the applicant's organization);
- (3) Holding a Recommendation from one or more relevant Japanese manufacturers (see below).

Manufacturers of
lifeboats:
(5 companies)

- IHI Marine United Inc.
- Shigi Shipbuilding Co., Ltd.
- Tsuneishi Facilities & Craft Co., Ltd.
- Nishi-F Co., Ltd. (including lifeboats manufactured by former Ishihara Dockyard Co., Ltd.)
- Hoei Senpaku Co., Ltd.

Manufacturers of
launching appliances:
(3 companies)

- Sekigahara Seisakusho Ltd.
- Iknow Machinery Co., Ltd.
(ex. Tsuji Heavy Industries Co., Ltd.)
- Mansei Inc.

6. Participation Fee, Certificate Issuance Fee, Bank Transfer

- (1) Participation fee: ¥350,000 per participant

This fee includes textbooks, technical qualification test, issuance of "Record of Attendance", tax, etc. (regardless of the number of recommending manufacturers).

Note: Expenses for transportation, accommodation, meals, etc. are not included!

- (2) "Certificate of Service Engineer" issuance fee:

¥10,000 per recommending manufacturer (tax included).

- (3) Bank transfer info:

The above fees must be remitted to the bank account below.

Note: All transfer related cost must be paid by the remitting party.

Bank
Branch

The Bank of Tokyo-Mitsubishi UFJ, Ltd.
Tokyo Government and Public Institutions Business

	Office
Bank branch address	Toranomon, Minato-ku, Tokyo, Japan
SWIFT code	BOTKJPJT
Savings account No.	630
Beneficiary name	Japan Ship-machinery Quality Control Association
Beneficiary address	No. 7 Azuma Building, 9F, 1-9 Kanda Sakuma-cho, Chiyoda-ku, Tokyo, Japan 101-0025
Currency	Japanese Yen

(4) Calculation example of transfer amount:

In case an applicant wishes to obtain a “Certificate of Service Engineer” from all the eight manufacturers (and holds Recommendations from all), the amount payable would be ¥430,000 (i.e. ¥350,000 participation fee + ¥80,000 for eight certificates).

7. Important notes for participants

- (1) All participants must take the same lectures and training sessions according to the fixed roster (regardless of recommending manufacturers).
- (2) Only standard-type lifeboats will be used for this training course, i.e. free-fall models will *not* be used; accordingly, launching appliances for free-fall models will also *not* be used.
- (3) In principle, participation fees, application documents, photographs, etc. shall *not* be returned. However, fees for non-issued certificates will be refunded.
- (4) Reservations for accommodation must be made by the participants’ organization.
- (5) All participants must bring work outfit: coveralls, safety shoes, caps and gloves (helmets will be provided on location).

Notes:

- Participants without proper work outfit will not be admitted to the training sessions.

- Please make sure to bring warm clothing, as it might be quite cold in Japan.

- (6) Manners are very important in Japan; especially being on time is a must!
Participants are strongly advised to check relevant websites, prior to visiting Japan:

www.geocities.com/japanfaq/FAQ-Manners.html

www.japan-guide.com

www.google.com (“Japan manners”)

8. Technical Qualification Test, Record of Attendance, Certificate of Service Engineer

At the end of the training course, each participant must take a Technical Qualification Test.

Upon the training course all participants will receive a “Record of Attendance”;

however, **only** participants who have successfully passed the technical qualification test will receive the "Certificate(s) of Service Engineer".

Remark: Further details regarding the above referenced matters -incl. the validity term of certificates, etc.- can be found in Attachment 4: "Additional Information".

9. Application Procedure

The following steps of the Application Procedure must be followed carefully.

Note: Also see Attachment 1: "Step-by-step overview of Application Procedure".

The applicant must be the person in charge at the applicant's organization.

(1) Request a Recommendation from the manufacturer(s)

The applicant must make a request for Recommendation to the manufacturer(s) **no later than 17 June (Friday), 2011.**

See Attachment 2: "Manufacturers Contact List".

Note: Recommendations can only be obtained from a manufacturer in case a maintenance/service contract has been concluded between the manufacturer and the applicant's organization.

(2) Submit the Application Form with the Recommendation(s) from the relevant manufacturer(s)

The applicant must complete the Application Form (see Attachment 3), and submit it with the Recommendation(s) from the relevant manufacturer(s); all applications (*in English only!*) must be sent to the Association by postal mail or e-mail, and must be received **no later than 27 June (Monday), 2011.**

Note: The Application Form can be downloaded from this website:
www.jsmqa.or.jp.

Request: Please fill out company and engineer name carefully and exactly; Certificates will be processed as per input on the Application Form!

(3) Notification of Acceptance/Rejection

After examining the Application Forms as for applicants' qualifications, the Association will notify the result "accepted/rejected" to the applicant **no later than 1 July (Friday), 2011.**

(4) Submitting copy of transfer confirmation slips for participation fees, and photographs

Upon receiving the notice of acceptance, the applicant must submit the documents

referenced below to the Association **no later than 22 July (Friday), 2011.**

Note: Submission of documents later than the above due date will result in cancellation of application.

1. Copy of bank transfer confirmation slips for participation fees and certificate issuance fees.
2. Color photographs: Portrait-type of 3cm x 2.5cm, front image from waist up, not older than six months.

Note: Submit 2 copies (print participant's name on the back of the photo).

(5) Receive Admission Cards

Upon receiving participation fees, etc., the Association will send Admission Cards to the participant(s) via the applicant.

Note: Admission Cards must be submitted at the time of Registration!

10. Inquiries

All inquiries about participation, applications, etc. must be directed to:
Japan Ship-machinery Quality Control Association
No. 7 Azuma Building, 9F, 1-9 Kanda Sakuma-cho, Chiyoda-ku, Tokyo
Japan 101-0025

TEL: +81-3-3253-6201

FAX: +81-3-3253-6204

E-mail: jsmqa@coral.ocn.ne.jp

URL: <http://www.jsmqa.or.jp>

Contact persons: Mr. Kawamoto, Mr. Kitahara

Step-by-step overview of Application Procedure
(Outline of the procedure from Recommendation to Admission)

Request for Recommendation to the manufacturer(s) concerned:
Applicant must make a request for Recommendation to the desired manufacturer(s) by **17 June (Friday), 2011**.



Acquisition of Recommendation letters:
Recommendation letter(s) from manufacturer(s) must be addressed to the applicant, and must be obtained by **24 June (Friday), 2011**.



Submission of Application Form (with Recommendation letter(s):
Applicant must submit Application Form(s) to the Association by the set deadline: **27 June (Monday), 2011**.



Notification of Acceptance:
The Association will give notification of acceptance to the applicant by **1 July (Friday), 2011**.



Bank Transfer of participation and certificate fees:
Participation and certificate fees must be bank-transferred into the specified bank account.



Copy of bank transfer confirmation slips and photographs:
Applicant must submit such a copy and photographs to the Association by **22 July (Friday), 2011**.



Delivery of Admission Cards:
The Association will send Admission Cards and textbooks to the applicant.



Actual training course attendance:
12 September (Monday) – 16 September (Friday), 2011

Manufacturers Contact List
- Lifeboat & Launching Appliance Maintenance Engineering Training Course -

To get Recommendations from manufacturers, contact the following persons in charge:

Manufacturers of Lifeboats

Name	Address	Tel
	Department (contact)	Fax
IHI Marine United Inc.	12, Shinsugita-cho, Isogo-ku, Yokohama-city, Kanagawa Pref., 235-8501 Japan	+81-45-759-2858
	Craft Department Yokohama Shipyard (Mr. Kawasaki)	+81-45-759-2894
	E-mail address: yoshikazu_kawasaki@ihimu.ihico.jp	
Shigi Shipbuilding Co., Ltd.	3-36, Dejimanishi-machi, Sakai-ku, Sakai-city, Osaka, 590-0831 Japan	+81-72-241-2033
	Design Section Technical Department (Mr. Kimura)	+81-72-244-1728
	E-mail address: kim@shigi-sb.co.jp	
Tsuneishi Facilities & Craft Co., Ltd.	1471-8, Urasaki-cho, Onomichi-city, Hiroshima Pref., 720-0551 Japan	+81-848-73-5282
	Craft Lifeboat Department (Mr. Aoyama)	+81-848-73-5323
	E-mail address: takashi.aoyama@tsuneishi.com	
Nishi-F Co., Ltd.	4238, Awano, Hohoku-cho, Shimonoseki-city, Yamaguchi Pref., 759-5101 Japan	+81-83-785-0126
	Technical section (Mr. Yamane)	+81-83-785-0356
	E-mail address: info@nishi-f.co.jp	
Hoei Senpaku Co., Ltd.	2-16, Nishihama, Saiki-city, Oita Pref., 876-0822 Japan	+81-972-22-7793
	Sales department (Ms. Iwamoto, Mr. Nonoshita)	+81-972-22-3110
	E-mail address: hoeiboat@sage.ocn.ne.jp	

Manufacturers of Launching Appliances

Name	Address	Tel
	Department (contact)	Fax
Sekigahara Seisakusho Ltd.	2067, Sekigahara-cho, Fuwa-gun, Gifu Pref., 503-1593 Japan	+81-584-43-1211
	Marine business department (Mr. Komori)	+81-584-43-1218
	E-mail address: lifesaving@sekigahara.co.jp	
Iknow Machinery Co., Ltd. (ex. Tsuji Heavy Industries Co., Ltd.)	177-2, Hikari-machi, Sasebo-city, Nagasaki Pref., 858-8501 Japan	+81-956-47-3119
	After-sales Services Section (Mr. Hirakawa)	+81-956-48-5443
	E-mail address: aso@iknow-m.co.jp	
Mansei Inc.	1575-17, Houjyujji, Ekiya-cho, Fukuyama-city,, Hiroshima Pref., 720-2413 Japan	+81-84-972-2121
	Inspection Section. (Mr. Yamasaki)	+81-84-972-9292
	E-mail address: info@mansei.net	

Application Form

Lifeboat & Launching Appliance Maintenance Engineering Training Course

Date: _____,

To: Japan Ship-machinery Quality Control Association

Applicant (person in charge)

Company name:

Office name:

Company's address:

Title:

Name:

Phone:

Facsimile:

E-mail:

I introduce the person(s) mentioned below as a participant(s) for the Lifeboat & Launching Appliance Maintenance Engineering Training Course, September 2011 (12 September –16 September, 2011) held by your Association, and hereby apply for the said training course with manufacturers' Recommendation letter(s).

Name (Date of birth)	(DD/MM/YY: _____)		
Department/Title			
Job history	Month/year	Department/Title	Job description

Name (Date of birth)	(DD/MM/YY: _____)		
Department/Title			
Job history	Month/year	Department/Title	Job description

Recommended by: (name of manufacturer desiring delivery of the engineer certification)	IHI Marine United Inc. / Shigi Shipbuilding Co., Ltd. / Tsuneishi Facilities & Craft Co., Ltd. / Nishi-F Co., Ltd. / Hoei Senpaku Co., Ltd. / Sekigahara Seisakusho Ltd. / Iknow Machinery Co., Ltd. / Mansei Inc. (Total _____ companies)
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Note 1: For qualification purpose, state job history with period of work experience in maintenance or manufacture of lifeboats or launching appliances.

Note 2: Circle the name(s) of recommending manufacturer(s), and indicate number of companies.

Note 3: If there are 3 or more participants, use copy (copies) of this form, and fill in participants' info only.

Note 4: All personal information provided will be used for the purpose of this training course only.

Additional Information

Re: Training Course contents and Technical Qualification Test

(1) Lectures:

- a. Lectures on relevant rules and regulations, mechanism studies, operations, inspection and maintenance procedures, etc. will be delivered by academic experts, as well as by instructors from manufacturers,
- b. Textbooks are provided. Instruction manuals from relevant companies may be used as needed. (Textbooks and other materials are also used during the hands-on training.)

(2) Practical training:

- a. Guidance on inspection of different sections, maintenance and operation, with emphasis on items subject to inspection and (dis)assembly (opening of parts) under MSC.1/Circ.1206/Rev.1, Annex 1 will be given by instructors from manufacturers
- b. The following equipment is used for training:
 - * Lifeboat arrangements (combination of one lifeboat - fire-protected type, complete with rigging equipment - and one launching appliance unit - with electric davit winches - that can actually endure a launching operation): one unit of a representative model.
 - * Release gear (including hook unit, release handle unit, hydrostatic interlock unit, cable, etc.): model(s) used by the relevant manufacturer.
 - * Winches (braking mechanism): model(s) used by the relevant manufacturer.
- c. Training course participants are divided into small groups, and receive training in handling a representative lifeboat and release gear used by the relevant manufacturer. Furthermore, they are trained in handling a representative launching appliance and winches (braking mechanism) from the relevant manufacturer.

(3) Technical qualification test:

In order to certify the skills of participants, an examination (technical qualification test) is conducted at the end of the training course for lectures and training sessions, respectively.

Re: Technical Qualification Test, Record of Attendance, Certificate of Service Engineer

- (1) Registration on the Engineers Registry and issuance of the Record of Attendance:
 - a. Successful examinees of the technical qualification test will be registered on the Association's Engineers Registry.
 - b. A "Record of Attendance" will be issued to successful examinees of the

technical qualification test; *it must be noted that this document is **not** a "Certificate of Service Engineer"!*

(2) Issuance of Certificate of Service Engineer:

- a. A "Certificate of Service Engineer", executed and signed by the relevant manufacturer, will be issued via the Association to each successful examinee.
Note: these certificates will only be issued to participants who were originally recommended by the manufacturers.
- b. When engaged in maintenance, etc. of lifeboats or launching appliance, engineers must always carry the certificate. Additionally, the certificate must be used for issuing the "Statement" upon completion of inspection and maintenance/service, according to MSC.1/Circ. 1206/Rev.1.
- c. The expiry term of the "Certificate of Service Engineer" will be 3 years from the date of issuance of the certificate in accordance with MSC. 1/Circ.1277: Interim Recommendation on Conditions for Authorization of Service Providers for Lifeboats, Launching Appliances and On-Load Release Gear.
- d. After receiving the initial Certificate(s) of Service Engineer from the Association, additional Recommendations may be given by manufacturers before expiry. In such a case, additional issuance from manufacturers may be possible upon submission of an application form for "Certificate of Service Engineer" to the Association (please contact the Association for further information).

(3) Renewal of "Certificate of Service Engineer" and participation in refresher training course:

- a. The initial "Certificate of Service Engineer" can be renewed by participating in a specified refresher training course sponsored by the Association before expiry.
- b. The specified refresher training course is supplementary education, enabling continuation of the qualified status; this course contains lectures and hands-on training.
- c. The Association will distribute information on the specified refresher training course in advance to the person in charge at the applicant's organization. Certificate holders are requested to obtain Recommendations from the manufacturers in order to attend the refresher training course.

Re: Operation and management of the training course, etc.

The Association sets out required rules, based on which the Lifeboat & Launching Appliance Maintenance Engineering Training Course Committee and the Examination Subcommittee are formed to operate and manage training courses, examinations and technical certification.

- End -