ပြည်ထောင်စုသမ္မတမြန်မာနိုင်ငံတော်အစိုးရ

ပို့ဆောင်ရေးနှင့်ဆက်သွယ်ရေးဝန်ကြီးဌာန

ရေကြောင်းပို့ဆောင်ရေးညွှန်ကြားမှုဦးစီးဌာန

ရက်စွဲ၊ ၂၀၁၇ ခုနှစ်၊ မေလ ( ၁၇ ) ရက်

ညွှန်ကြားချက် (၉/၂၀၁၇)

အကြောင်းအရာ။    အတည်ပြုပင်လယ်ပြင်လုပ်သက်အတွက်  ထွက်သတင်းပို့လုပ်ဆောင်ခြင်းအား

ကနဦး Project ကာလအတွင်း Online မှတဆင့်သတင်းပို့ဆောင်ရွက်ရန်ကိစ္စ

အထက်အကြောင်းအရာပါကိစ္စနှင့်ပတ်သက်၍  ရေကြောင်းအင်ဂျင်နီယာအရာရှိ  ကျွမ်းကျင်မှု

လက်မှတ်စာမေးပွဲများအတွက်  လိုအပ်သော  အတည်ပြုပင်လယ်ပြင်လုပ်သက်  ရရှိရန်  ရေကြောင်း

အင်ဂျင်နီယာဌာနခွဲသို့  အထွက်သတင်းပို့ဆောင်ရွက်ခြင်းအား  ကနဦး  Project ကာလအတွင်း

Online  မှ  တဆင့်ဆောင်ရွက်သွားရန်နှင့်  ပူးတွဲပါလိုအပ်ချက်နှင့်  ဆောင်ရွက်ချက်များအတိုင်း

လိုက်နာဆောင်ရွက် သွားရမည်ဖြစ်သည်။

မောင်မောင်ဦး

ညွှန်ကြားရေးမှူးချုပ်

 မိတ္တူကို-

-    ညွှန်ကြားရေးမှူး (ရေကြောင်းအင်ဂျင်နီယာဌာနခွဲ)၊

-    မျှော၊

-    လက်ခံ။

# The Steps of Approving Procedures for Departure Reports
# via Online System

1. Log in to the website through this link: http://srpssadmin.dmamyanmar.org

2. After logging in, you may find the Dashboard and the step (1) is to press the button "Assess" and type your passwords.

3. Step(2) is to get in "Sea Service Application Form" by pressing "View"

4. Then continuously by pressing "View All".

5. Step (3) is to check your data or information you completely filled in before "Submitted".

6. From MED "Approved" may do after you submitted your completed information or data. If it is found that your submitted data or information would not complete, the "Cancel" may meet your application. In fact, you can amend and upload from the first step again.

# Arrival Report Procedures for Checking Sea Time

1. According to the arrival report, the seafarers must completely fill the MED-46 and 47 within Company's stamp, Signature of Representatives, Company's recommendation letter, personal data, signed board's data, MED-41 Testimonial Form, attached with the copies of CDC, respective competency or proficiency certificates, especially their matriculation certificate must be passed with science subjects if they preferred to attempt the BoE examination. Attached with those completed applying will meet with the arrival report section, scan QR Code to check whether they had not made Departure Report or not before they went off.

2. If there are accurate to approve that they had reported their departure from Departure Report Section, the approved sea time check form MED-47 may be released.

## Calculating Sea Time Check

1. Maritime Engineering Division shall decide the approved seagoing service by carrying out the sea time check calculation within the Arrival Reports at the seafarer.
2. For the arrival report, the seafarers shall report in person to the MED within one month of arrival to Myanmar.
3. The Deputy Director who is in charge of evaluation team approve the arrival report and the approved seagoing service form is checked by the staff with record from testimonial and SIRB.
4. The approved seagoing service form is validated and signed by the Deputy Director.

**Procedures for Online Departure Report Submission**

The one departed must fill the facts to apply Departure Report for Engine Sea Service at their respective company via Online following this website's link: http://srpsadmin.dmamyanmar.org . Maritime Engineering Division will accept and make the "Approved" for the completed forms.

(1) Must upload the scanned all the Engineering Certificates within BSc. or Diploma.

(2) To attempt the OEW examination, the candidates must upload the scanned their Matriculation Examination certificate with science subjects.

(3) The ones who held Workshop skills and JE Fit certificates, they must upload the scanned the respective certificates instead of Matriculation Examination.

**Online Departure Report to Marine Engineering Division**

<div align="center">**for Approved Seagoing Service**</div>

1. Get in the website www.dmamyanmar.org and go to "Sea Service Application Form".

2. Requirements to make Attachment

   - The appliers with the rank: EE or ETO or ETR, must upload and scan the reasonable rank page from All in One.

   - Those who has rank: 1E or 2E or 3E or 4E, must upload and scan the page with CoC number from All in One.

   - Those who are EER with III/5, must upload and scan the page with "Able Seafarer Engine" from All in One.

   - Those who are EER with III/4, must upload and scan the page with "Rating forming part of an Engine-Room Watch" from All in One plus scanned matriculation certificate.

   - Those who held Workshop Skills and JE Fit, must upload and scan those certificates without Matriculation Certificate.

   - The new seafarers without EER certificate, must upload and scan Pre Sea Certificate and Matriculation Certificate.

NOTE: During the testing Online Application system, the seafarers can do Departure Report as usual if the Internet Application is inconvenient.