

See Distribution

01 June 16

MINUTE OF THE MR MEETING– NAVAL AND MARITIME ACADEMY HELD ON
12TH MAY 2016

1. Following officers were present during the Management Review meeting held at CN&MA conference hall NMA

CAPT (CDO)	KKIU	Kasiwatta	TC/MR
CAPT (S)	KTDP	Jayapala	LLMC Senior Course Coordinator
CDR (S)	WM	Seneviratne	OIC Supply & Secretariat School
CDR (N)	RL	Kularathna	OIC Navigation School
CDR(H)	WTA	Wasantha	CO (NMA)
CDR (I)	CKNB	Wittachchi	OIC TDEC
LCDR(ASW)	JPKP	Kumara	DS I JNSC
LCDR(S)	MPSDP	Fernando	LLMC Course Coordinator
LCDR(PRO)	DKADC	Dassanayaka	OIC Provost School
LCDR(E)	SN	Dias	EO(Training Coordinator)
LCDR(G)	JSD	Silva	OIC Gunnery School
LCDR(ND)	DTA	Wijethunga	Additional Officer OTW
LCDR(C)	RRR	Lakmal	OIC Communication School
LCDR(CDO)	KDR	Weeraseskara	OIC Diving School
LCDR(NP)	UGM	Sumanaweera	OIC CTU
LCDR (ND)	WAKLP	Wickramaasinghe	OIC MMTS
LCDR(C)	SHDS	Fernando	Assistant ISO Coordinator
LCDR(E)	UKBD	Wijesinghe	OIC NBCD School & ISO Coordinator
LCDR(IT)	TL	Mahawatta	OIC IT School
LT(AOH)	M	Premathilaka	OIC Medical School
LT	MDPS	De Alwis	Assistant DAS
LT(L)	SPYDJ	Subasinghe	3IC Electrical School
LT(NP)	HASt	Perera	RO
LT(NP)	MTM	Fahad	2IC NM&ST School
LT(VNF)	JD	Nanayakkara	2IC Seamanship School
LT(VNF)	TMCK	Senevirathne	English Department
LT(VNF)	TGL	Chandrarathna	OIC PT School
LT(VNF)	IPSP	Wijethunga	OIC GED
LT(VNF)	CP	Hadungoda	English Instructor

2. At the outset, MR welcomed all the officers and ISO coordinator sailors with a brief introduction about the purpose of conducting the Management Review meeting and the importance of the ISO certification to NMA. He further elaborated the points to be discussed during the meeting such as,

a. Meeting inputs

- (1). Results of Internal & External audits.
- (2). Customer feedback.
- (3). Process performance and product conformity.
- (4). Status of Corrective and Preventive actions.
- (5). Follow up action arising from the previous MR meeting.
- (6). Changes that could affect the QMS.
- (7). Recommendations for improvements.

b. Meeting Outputs

- (1). Improvements of the effectiveness of the QMS.
- (2). Improvement to product related to customer requirement.
- (3). Any resources needed.

3. The meeting commenced with reading the important matters of the last minutes of the MR meeting by the ISO Coordinator. On completion Cdr(S) WM Senewirathna proposed that the minutes were true and LCdr(CDO) KDR Weerasekara seconded it.

ITEM NO 01
CUSTOMER FEEDBACK REPORTS

4. ISO Coordinator indicated the importance of maintaining a record of previous Customer feedback such as Course critiques to ensure the implementing of the necessary actions in future. MR instructed all OICs/ HODs to maintain a record on previous customer feedback in order to maintain a proper system to address the continual improvement. **All OICs & HODs**

5. MR also mentioned the importance of proper analysing of the customer feedback and results of each courses as per a standard method such as 'Histogram method' to obtain a proper picture of the quality of the training.

6. Further MR indicated that most of the received Performance appraisal forms have not been marked by carefully studying the trained sailor or officer. Cdr(ASW) JPKP Kumara indicated that some of the trained sailors are not given the specific job as per their specified field when they are drafted to a Ship or Establishment therefore the actual performance of them cannot be monitored. MR instructed OICs/HODs to identify such courses and inform the relevant Ships/ Establishments as necessary. **All OICs & HODs**

7. Cdr(ASW) JPKP Kumara indicated that there is a poor response from Ships/ establishment regarding sending Performance Appraisal forms. SSC LLMC suggested to send a letter to respective Area Commander. MR instructed OIC TDEC to check the feasibility. **OIC TDEC**

ITEM NO 02
MR OFFICE

8. ISO Coordinator indicated that the Commandant Secretariat office has to be considered as the MR office and same has been included in audit site list. MR indicated the importance of maintaining proper documentation procedure at MR office in case of an external audit.

**CN&MA
Secretary**

9. MR also indicated the importance of upgrading the standards of DAS office documentation system and instructed the A/DAS to implement the proper system.

DAS

ITEM NO 03
PROGRESS OF QUALITY OBJECTIVES

10. ISO Coordinator indicated that the some of the Quality objectives of Schools and Departments are not par with SMART requirement and indicated the value of following the ISO QMS guidelines before selecting a Quality objective. MR instructed all OICs/HODs to select the Quality objectives accordingly.

**All OICs &
HODs**

ITEM NO 04
ISO TRAINING/AWARENESS PROGRAMMES

11. ISO Co-ordinator presented the progress of training on ISO as follows.

a. An internal awareness programme on ISO 9001:2008 QMS was conducted by LCdr(E) MLAC Premarathna on 25th and 26th January 2016.

b. In house Worksop on existing QMS and ISO 9001:2015 QMS was conducted by SLSI lecturer on 19th and 20th February 2016.

c. Awareness programme for newly joined sailors was conducted by LCdr(E) UKBD Wijesinghe on 02nd March 2016.

12. ISO Coordinator indicated the importance of conducting classes by OICs/ HODs to their staffs thereby reducing the risk improper standard. MR indicated the importance of training another sailor to look after the job of ISO coordinator of each school before they are drafted. Further MR instructed ISO Coordinator to conduct ISO Awareness programme as feasible for further enhancing the knowledge specially focusing on newly joined officers and sailor instructors.

**All OICs/
HODs & ISO-
COORDINATOR**

ITEM NO 05
OBSERVATIONS OF SURVEILLANCE AUDIT

13. The observations of the previous Surveillance Audit which was conducted by SLSI on 25th and 26th march 2016 as follows.

a. Common format for 'Mark sheet' to be introduced and same to be used by all Schools / Departments without alteration. In each Mark sheet provision to be made to record Minimum, Maximum and Average marks.

Decision

MR instructed OIC TDEC to prepare common formats and forward for approval **OIC TDEC**

b. Instructor Evaluation format need to be improved by including names of evaluation panellist.

Decision

OIC TDEC indicated that the relevant format already has been prepared and awaiting approval from NHQ. **OIC-TDEC**

c. Customer feedback form (Performance Appraisal Form) format to be implemented for short courses (Less than 03 months too)

Decision

The gathering indicated the difficulty for obtaining such feedback for short courses . MR instructed all OICs/HODs to obtain at least course critique from the trainees regarding the quality of the training. **All OICs /HODs**

d. Safety aspects of Fire extinguishers at Library.

Decision

MR indicated the importance of maintaining the safety aspects at NMA and to secure such items properly. **All OICs /HODs**

e. Action to be taken to prevent users of Library placing books / Magazines in incorrect locations.

Decision

MR instructed A/DAS to implement the proper instructions for the users of the library **OIC Library**

f. Monitoring & Measurement of processes to be improved

Decision

MR instructed all OICs/HODs to implement proper function of the system **All OICs /HODs**

g. A Set of Master formats to be available with MR.

Decision

ISO Coordinator indicated that all the formats used to be finalised and numbered as per the standard procedure and to maintain at MR in a standard format file. **All OICs /HODs & ISO Coordinator**

ITEM NO 06
INTERNAL AUDIT

14. MR invited CDR(ASW) JPKP Kumara (Internal audit team leader) , members of the previous Internal audit team and ISO Coordinator to present the findings of 01st Half Internal Audit 2016, which was conducted from 01st April 2016 to 10th May 2016.

15. All the NCRs raised during the Internal audit was discussed and MR instructed the all OICs/ HODs to find the root causes and implement the proposed corrections and corrective actions as appropriately in liason with the audit team **All OICs & HODs**

16. The summery of common observations made by Internal audit were discussed and initiated decisions as follows.

a. Lack of supervision by OICs/ ISO representatives & lack of awareness of staff in ISO QMS.

Decision

MR instructed all the OICs/HODs to conduct awareness programme for their staffs and also instructed ISO Coordinator to arrange an awareness programme especially for the newly joined officers and sailors. **All OICs & HODs**

b. Control of Documents & Record as a whole is poor.

Decision

MR indicated that it is the responsibility of all the OICs/HODs to supervise the staff in order to improve the handling of documents and records. **All OICs & HODs**

c. Quality Objectives are not SMART (Specific, Measurable, Achievable, Relevant, Time bound)

Decision

MR Instructed all OICs/HODs to select the quality objective accordingly and to maintain the progress of each Quality Objective periodically. **All OICs & HODs**

d. Trainee feedback and customer feedback not properly maintained and not analyzed for subsequent actions.

Decision

MR instructed all OICs/HODs to carry out proper analyzing of the feedback reports. **All OICs & HODs**

e. Ignorance in handling mandatory ISO files such as Corrective actions and Preventive actions.

Decision

Cdr(ASW) JPKP Kumara indicated that lapses were observed when initiating and maintaining records pertaining to Preventive Actions and Corrective Actions. MR instructed all OICs/HODs to initiate actions to correct such errors at Schools / Departments. **All OICs & HODs**

f. Application & maintenance of ISO certification standards have been alienated from daily routine /work

Decision

Cdr(ASW) JPKP Kumara indicated that the ISO system and the routine work at NMA have to be incorporated for the smooth functioning of the system. MR agreed with same and instructed all OICs/HODs to implement the proper functioning of the system

All OICs & HODs

g. No proper record room available for many schools / departments.

Decision

Cdr(ASW) JPKP Kumara indicated that some schools does not maintain proper record rooms and same has increased the number of obsolete records inside files. MR indicated that at least few lockers could be used for the purpose and instructed all OICs/HODs to look into the matter.

All OICs & HODs

h. Lesson plans not available and not up to date in most of the schools / departments

Decision

MR indicated that maintaining of lesson plan as a training establishment has to be conducted properly. Cdr(ASW) JPKP Kumara indicated that some schools are not maintaining them effectively as per the correct procedure. MR instructed OIC – TDEC to check whether it is functioning at all Schools/ Departments.

OIC TDEC

j. There is no proper system to transfer knowledge on ISO QMS when staff being changed at schools / departments.

Decision

MR indicated that conducting awareness programmes for the newly joined personnel is the only solution.

All OICs/ HODs & ISO-Coordinator

k. No proper authorization procedure being followed when deviating from the approved / established training programmes.

Decision

MR instructed all OICs/HODs to follow the Quality Procedure Manual and to establish the proper functioning of the system at each Schools/ Departments.

All OICs & HODs

17. MR instructed ISO Coordinator to collect the completed NCRs and Observations of the Internal Audit and to publish the scanned copies in the NMA web site for future reference.

ISO COORDINATOR

ITEM NO 07

DISPLAYING OF STANDARD SAFETY SIGNS

18. ISO Coordinator indicated that some schools / departments have not displayed safety signs as per standard formats and sizes. Further he indicated that a softcopy related to standard safety sign formats as per ISO standard has been published in NMA web. MR instructed all OICs/ HODs to refer same and implement standard safety signs as necessary. Further MR instructed all OICs/ HODs to display a standard Fire Plan in each school.

All OICs & HODs

ITEM NO 08
NOMINATION OF ISO SECRETARY

19. ISO Coordinator indicated that the previous ISO secretary Lt Wickramarachchi has been left NMA on new appointment and there is a requirement of nominating ISO Secretary to carry out MR meeting and to follow up the special points of MR Meeting. OIC-TDEC proposed LT US Hettiarachi NRX 2906 and SCC- LLMS seconded it.

ITEM NO 09
PREPARATION FOR FORTHCOMING RE-CERTIFICATION AUDIT

20. MR informed that an ISO re-certification audit has been scheduled on the month of November 2016 and to be ready in all aspect. ISO Coordinator explained regarding some of the changes need to be adopted for implementing of the ISO 9001:2015 version Quality Management System. MR instructed all OICs to pay more attention in this regard and be prepared accordingly.

**All OICs &
HODs**

21. Thereafter, since there were no suggestions, the meeting was adjourned by MR finally greeting all present.



UKBD WIJESINGHE
Lieutenant Commander (E)
ISO Coordinator

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