



PIP SEMARANG

KEMENTERIAN PERHUBUNGAN
BADAN PENGEMBANGAN SUMBER DAYA MANUSIA PERHUBUNGAN
POLITEKNIK ILMU PELAYARAN SEMARANG
SUB BAGIAN UMUM

Nomor Dokumen : FM. KTU.01.05
Tgl Ditetapkan : 28 Januari 2019
No Revisi : 02
Tgl Diberlakukan : 28 Januari 2019

LEMBAR DISPOSISI

Kepada : DIREKTUR PIP SEMARANG

Surat Dinas Dari : unit Bahasa

Nomor Surat Masuk : ND 45 Th 2022

Tanggal Surat Masuk : 17-6-2022

Perihal : ^{as} Penandatanganan marlini Approval notice form dan pembayaran marlini ATC Annual fee

Diterima Tanggal : 5-7-2022

Kode Penyimpanan Arsip : UM 209/70/21/pip-tmg-22

Sifat Surat : ☐ Biasa ☐ Segera ☐ Rahasia

Diteruskan Kepada :

☐ WADIR I☐ KEPALA BAGIAN AKADEMIK DAN KETARUNAAN☒ WADIR II☒ KEPALA BAGIAN KEUANGAN DAN UMUM☐ WADIR III

DISPOSISI UNTUK

☒ Ditindaklanjuti☐ Dirapatkan☐ Dilaporkan☐ Diproses☐ Dilaksanakan Sesuai Ketentuan☐ Ditelaah/Evaluasi☐ Dimonitor☐ Diwakili☐ Di File/Arsipkan☐ Dikoordinasikan☐ Diberikan Saran/Masukan☐ Didukung sesuai kemampuan

CATATAN DISPOSISI

pemisipnya setiap

TS DW 5/7/22

Diteruskan Kepada :

☒ Kasubbag Umum☐ Ka. SPM☒ Ka. DPU☐ Ka. Unit☒ Kasubbag Keuangan☐ Ka. SPI☐ Ketua Prodi.....☐ Kasubbag Akademik☐ Kapus PMMK☐ PPK☐ Kasubbag Ketarunaan☐ Kapus PPM☒ Ka. Unit Bahasa

URAIAN DISPOSISI

TLR 6/7/22

Unit di Abonster meaberk layan p/h
di laksanakan sesuai arahan



KEMENTERIAN PERHUBUNGAN
BADAN PENGEMBANGAN SDM PERHUBUNGAN
BADAN LAYANAN UMUM
POLITEKNIK ILMU PELAYARAN SEMARANG

JALAN SINGOSARI 2A
SEMARANG
KODE POS 50242

TELP. (62) 024-8311527
(62) 024-8311528

FAX : (62) 024-8311529
Email : info@pip-semarang.ac.id
Home Page : www.pip-semarang.ac.id



NOTA DINAS

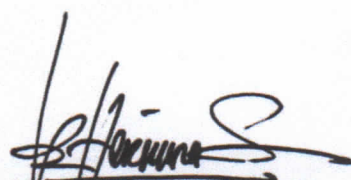
Nomor : **45** /Unbas-2022

Kepada Yth. : Direktur Politeknik Ilmu Pelayaran Semarang
Dari : Kepala Unit Bahasa
Hal : Penandatanganan Marlins Approval Notice Form dan
Pembayaran Marlins ATC Annual Fee
Tanggal : 17 Juni 2022

Dengan hormat bersama ini kami laporkan bahwa Marlins ATC PIP Semarang sudah waktunya untuk melakukan pembayaran Annual Fee 2022/2023 sebagai bentuk komitmen terhadap Marlins, sebagaimana terlampir.

Sehubungan dengan hal tersebut di atas, bersama ini kami mohon perkenan Bapak untuk menandatangani Marlins ATC Approval Notice Form untuk mengupdate database Marlins ATC dan menyetujui pembayaran dimaksud.

Demikian kami sampaikan, atas perhatian dan perkenan Bapak, diucapkan terima kasih.


RIA HERMINA SARI, M.Sc
NIP. 19810413 200604 2 002



Unit Bahasa PIP Semarang unitbahasa@pip-semarang.ac.id

Marlins Approved Test Centre Annual Fee 2022/2023

1 message

ATC <atc@marlins.co.uk>
To: ATC <atc@marlins.co.uk>

15 June 2022 at 21:12

Dear Client,

Your Marlins Approved Test Centre (ATC) Annual Fee is now due to be paid for 2022/23. This fee guarantees that your organisation remains part of the Marlins Approved Test Centre (ATC) scheme for one year from July 2022 – June 2023.

To renew your Marlins Approved Test Centre status, we kindly ask you to complete the following **two** actions by **31st July 2022**:

1. Read, Sign and Return the Updated Marlins Approval Notice

Please see attached our **Approval Notice**. To confirm that your ATC will continue to uphold these terms, please **complete page 3 in full** and return it to ATC@marlins.co.uk by **31st July 2022**. If you do not return your completed Approval Notice, we will assume you no longer wish to retain your Approved Test Centre status.

2. Make Payment of Annual Fee

The **2022/2023 ATC fee is USD 400**.

a. Payment by Credit/Debit Card

The quickest and most convenient payment method is by credit/debit card. If you choose to **pay online**, you will also receive **10 free tests (worth USD 190)** if we receive your confirmed payment by **31st July 2022**.

Please click on this link to make your payment via our online shop: <https://shop.oceantg.com/product/approved-test-centre-annual-fee-academy/>

Please note, the online shop is a different platform from the Marlins Test Platform therefore, you will need to create a new account.

b. Payment by Invoice

If online payment is not possible, please email ATC@marlins.co.uk with your invoicing details and we will issue an invoice to be settled by bank transfer.

Please add to your email subject heading "Invoice request"

If you have any queries regarding any of the above, please do not hesitate to contact ATC@marlins.co.uk.


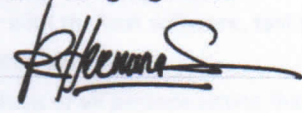
From all at Marlins we thank you for your ongoing business and we look forward to our continued collaboration with your Approved Test Centre over the coming year.

 **ATC-01-02 Approval Notice.doc**
135K

Marlins Approved Test Centre Approval Notice Form

New Inspection <input type="checkbox"/>	Re-Inspection <input type="checkbox"/>	Change of details <input checked="" type="checkbox"/>	Annual Fee <input checked="" type="checkbox"/>
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Approved Test Centre Representatives

Senior Representative	Responsible Person
Name: Capt. Dian Wahdiana, MM	Name: Ria Hermina Sari
Position: Director	Position: Head of Language Unit
Signature: 	Signature: 
Date: 20 June 2022	Date: 20 June 2022

Approved Test Centre Contact Details (to be displayed via Marlins' website directory)

Company Name: Politeknik Ilmu Pelayaran Semarang
Address Jalan Singosari 2A Semarang 50242
Telephone Number: (62) (24) 8311527 / 8311528
Mobile Number: (62) (24) 8322529
E-mail address: unitbahasa@pip-semarang.ac.id
Does your Approved Test Centre allow testing of external candidates? (People outside of your own company)? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (Please tick one box)
Does your Approved Test Centre offer Marlins STCW assessments with UK MCA Approval? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Please tick one box)

Marlins Online Test Platform (www.marlinstests.com) Account Details

Email address to login account unitbahasa@pip-semarang.co.id
Name of account holder Ria Sari

Please ensure all details on this page are complete with signatures before returning an electronic copy to atc@marlins.co.uk

Approved Test Centre Approval Notice

The following criteria relate to minimum standards required by Marlins for the maintenance of a Marlins Approved Test Centre (ATC). **This document must be read, understood, and signed by the senior representative of the organisation at which the testing will take place, as well as the person responsible for operations relating to the test.** These criteria relate to the use of all Marlins Tests (hereafter referred to as 'the test'.)

Responsible Person

1. The Approved Test Centre must have at least one person familiar with the test software, test procedure and test administration. This person is recognised as the responsible person.
2. The responsible person must ensure that systematic records are kept of all persons sitting the test, including a copy of all certificates signed by the Approved Test Centre representative.
3. The responsible person must be able to verify test results upon request by relevant organisations (e.g. UK Maritime and Coastguard Agency; Marlins).
4. The responsible person and the senior representative undersigned must ensure that a suitable person is appointed whenever the responsible person is unavailable to administrate the test or its associated systems.
5. Responsible person must witness signature of candidate on certificate and verify the signature against the photo ID document.
6. The Responsible Person must inform Marlins in writing of any changes to the Approved Test Centre details (location, change of Responsible Person/Senior Representative, etc.)

Applicant Verification

7. All test candidates must present their original, valid photo identity document (seaman's book or passport) before taking the test.
8. The responsible person must ensure each candidate's details are correctly entered before starting the test.

The Approved Test Centre

9. The Approved Test Centre must ensure that tests are carried out under strict exam conditions within inspected premises only.
10. All testing must be supervised by the responsible person.
11. The responsible person must remove candidates' phones, tablets, cameras, laptops, e-readers and similar devices, including reference books or notes: these are not permitted to be used during Marlins testing.
12. The Approved Test Centre must ensure that the result of the test is entirely the work of the candidate.
13. The Approved Test Centre must ensure that candidates are given sufficient time to read the introductory screens and carry out a practice test, where required.
14. The responsible person must ensure that no other candidates are able to see the screen or hear the listening section when a test is in progress.
15. The responsible person must ensure that other than help with the mouse and screen interface, no coaching or advice is given of any kind.
16. For every test, the responsible person must check that candidates' details are correctly entered at the start of the test. These details appear on the test certificate and cannot be amended once the test has been started.
17. The Approved Test Centre must ensure that the test computer(s) is/are situated to give maximum privacy for the candidate. This means either in a separate room, or in a screened-off area.

18. The Approved Test Centre must ensure that headphones are available, fitted and set at an appropriate level before starting the 'English' test.
19. The Approved Test Centre must ensure that if the computer is situated in a room with office personnel or other candidates present, or more than one computer is being used for testing, headphones are used.
20. The responsible person must ensure that in the event of a hardware or software fault occurring which cannot be rectified immediately and without affecting the test procedure, the test should be abandoned and re-started, or, where possible, resumed online. License codes will expire after 36 hours from the moment a test is started
21. The Approved Test Centre is permitted to use Marlin's trading name only in connection with products and services created and owned by Marlins. Any use of Marlins name must be shown to Marlins for approval before use in any promotional materials. Use of Marlins name is not permitted for any other purpose.

Results

22. Test results are the property of the candidate and the Approved Test Centre.
23. Test Centres are prohibited from using the logos, trademarks, or designs of the 'International Shipping Federation (ICS)' or 'Marlins' on any documents relating to the test or the results of the test.
24. The Approved Test Centre certificate is printed from the Candidate Administration page. The certificate gives details of the test, where and when it was taken, the candidate and the results.
25. Once formally approved by Marlins, the certificates issued by Approved Test Centres will incorporate a unique design that is specific to Approved Test Centres only.
26. The responsible person must sign, date and stamp each certificate before giving the certificate to the candidate.
27. The responsible person must ensure that a copy of each signed certificate is saved electronically. Marlins may ask the Approved Test Centre to submit a copy of the signed certificate, on request.
28. The Marlins Test Certificate is the only authorised documentary evidence of a candidate's performance in the test.

Inspection

29. Test Centres agree to random inspection of their test facility, test procedures, test records and personnel involved in the test programme by any Marlins representative.

Annual Renewal of Approved Test Centre Status

30. Approved Test Centre status is valid for 12 months and is renewable every July. The annual fee will be confirmed by Marlins each year (academy rate and multiple sites rate are also available). Failure to make the payment within 30 days from the notification will result in termination of status.

Contravention

31. Test Centres in breach of any of the above criteria will have their Approved Test Centre status immediately revoked and will be exempt from supply of further 'approved' copies of the test.

Data Protection

32. Contact details provided on page 3 of this document will be publicly displayed on the Marlins website directory for reference by Flag State authorities and other entities. By signing this document all parties consent to this data release.